ORDERS

ADMINISTRATIVE ASSIST UNIT

OCTOBER 2012

Overview

- References
- Confirmation Orders Policy
- PLEAD
- Drills and Active Duty
- Orders Requests
- PME submission
- Activation Orders & Active Duty Orders Preparation
- Points of Contact

References

- NAVSO P-6034
  The Joint Federal Travel Regulations Volume I (JFTR)

- MCO 1001.59
  Active Duty for Special Work (ADSW) in Support of the Total Force

- MCO 1001R.1K
  Marines Corps Reserve Administration Management Manual (MCRAMM)

- Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

- Reserve Counterpart Training (RCT) Program

- MCO P4650.37

Confirmation Orders Policy

- Any order "AUTHENTICATED" within MROWS after the effective date is considered confirmation.
- ADOS (all types) and Active Duty for Training (ADT) Confirmation orders are **NOT** authorized (inclusive of AT, RCT, Schools/PME)
- Dir RA are the only authorities that can grant a waiver to confirmation orders
- Waiver initiated by CO/I-I OpSponsor via Operational Chain to Dir RA
- MARADMIN [UNCLASSIFIED/FOUO] icy Letter 01-

Confirmation Orders Policy

- Waiver requests must:
  - Tell the story as to why the Marine performed duty w/out orders
  - What “type” of orders
  - What is the “purpose” of the orders
  - Must include name, rank and position of the Marine who directed the Marine to perform duty prior to orders being issued/authenticated
  - Any request surrounding “funding” must have an endorsement from the “funding authority” to provide clarification & additional info
  - Enclose copy of MROWs Tracking Screen
  - Enclose copy of MROWs Orders

Confirmation Orders Policy

- Packaging for **Travel Claim settlement**
  - Original Orders
  - Dir RA waiver authorization
  - CO/I&I/OpSponsor Memorandum (can NOT be signed Bydir)
  - Marine's endorsement to the Memorandum
  - Travel Claim
  - Applicable Receipts

Confirmation Orders Policy

- **Dir, RA Waiver for Confirmation Orders are NOT required for the following:**
  - Associate
  - Funeral Honors Duty (non-ADOS)
  - Off-Site IDT
  - Legal or Medical Hold
  - LOD Travel
  - Invol Mobilization (USC TITLE 10 Sections 12302 or 12304)

PLEAD
Place from which called/ordered to Duty

- **PLEAD issue remains unsolved**
  - DFAS = PLEAD is the physical location where the Marine "receives" orders
  - Travel & Transportation allowances are affected by PLEAD
  - Marines should "receive" or "sign" for orders at their "Primary Residence"
  - Never leave home/primary residence prior to effective date of orders
  - Traveling early WILL have a negative impact on entitlements
  - Primary Residence in excess of 400 miles from duty location & POV authorized?
    - Orders should be written as POV "advantageous to the government"
    - Allow for "t… …or duty

PLEAD
Place from which called/ordered to Duty

- MPO determination pending on PLEAD affect on BAH
  - *USMC recommended a change to JFTR – under review by PDTAC
  - PLEAD = mileage or commercial air
  - Primary Residence = entitlement to perdiem

Drill & Active Duty

- Drills executed in conjunction with a period of Active Duty MAY have a negative impact on entitlements

- Active Duty followed by drills followed by Active Duty (without returning home) constitutes a “break in service” and changes the Marine’s PLEAD

- Drills followed by Active Duty (without returning home) constitutes a “break in service” and changes the Marine’s PLEAD

- AT followed by Drills followed by Active Duty (without retur es a “break in

Orders Preparation

SMCR Activation Orders
&
Active Duty Orders IOT Deploy

References

- U.S. CODE, TITLE 10, SECTION 12302
- U.S. CODE, TITLE 10, SECTION 12301(d)
- MARADMIN 238/05
- TAN 13-03
- TAN 12-06
- USD Memo of Mar 15, 2007
- CMC WASH DC PR RFO msg 032048Z APR 08
- COMMARFORRES G1 msg 011613Z MAY 08

U.S. CODE, TITLE 10, SECTION 12302

12302: In time of national emergency declared by the President after January 1, 1953, or when otherwise authorized by law, an authority designated by the Secretary concerned may, ***without the consent of the persons concerned***, *order* ***any unit***, *and* ***any member*** *not assigned to a unit organized to serve as a unit,* ***in the Ready Reserve*** *under the jurisdiction of that Secretary* to active duty (other than for training) ***for not more than 24 consecutive months***.

U.S. CODE, TITLE 10, SECTION 12302 (d)

12301(d): At any time, an authority designated by the Secretary concerned ***may order a member of a reserve component under his jurisdiction to active duty, or retain him on active duty,*** **with the consent of that member**. However, a member of the Army National Guard of the United States or the Air National Guard of the United States may not be ordered to active duty under this subsection without the consent of the governor or other appropriate authority of the State concerned.

MARADMIN 238/05

- **MARINE CORPS RESERVE ACTIVATION TRAVEL SECTION (MCRATS)**
  - **MARADMIN 238/05**
    - **Revised TDY funding & procedures for activated reserve personnel**
    - **All concurrent TDY will cite MROWS OCO Appropriation Data**

MARADMIN 238/05

Effective 1 JUN 05

GFC not auth to cite organic Appn Data for concurrent TAD

All TAD will cite the SDN/LOA from the original set of MROWS Orders

All TAD will be settled through MCRATS (MARFORRES Finance)

MARADMIN 238/05

All Orders citing M00091 Appn Data

Monthly Partial claims WILL include all concurrent TAD periods within that month

Get on the 1-30/31 schedule (Make life easier)

Final Claim will start from last date of the previous claim

Submitted Via Email to:

DTMS-T

TAN 13-03

TAN 13-03 (TRAVEL CLAIM SUBMISSION REQUIREMENTS FOR EXTENDED TDY PERIODS)

Required partial claims for extended periods of TDY over 45 days

Partial claims must be submitted every 30 days.

Ensure that you are numbering and submitting your claims in the correct sequence.

Deputy Commandant, P&R msg 032048Z APR 08

- Coordinated msg b/w M&RA and P&R
  - Commanders ***<u>are directed</u>*** to maximize the use of government and public transportation before requesting approval of rental vehicles.
  - In those instances where government and/or public transportation requirements are insufficient or adversely effect the mission …., **rental cars may be authorized**
  - Commanders **must** submit a roster via their Chain of Command to the MARFORRES Comptroller
  - FOR IA's, GFC must submit LOA to MMFA for inclusion/modification to Activation Orders

COMMARFORRES G1 msg 011613Z MAY 08

- Coordinated msg b/w MFR G1 & COMPT

  Recommendation for the use of rental vehicles sent via Chain of Command.

  Approval is at ***MSC HQ***. Force level unit submit to MFR Compt

  Consolidated approval rosters submitted by the MSC to MFR Comptroller for fund approval must contain the following:

  A. Name (Lname, Fname, Mi)
  B. Rank
  C. Last 4-SSN
  D. MROWS Tracking Number
  E. Location of rental vehicle requirement
  F. Dates of rental vehicle requirement

COMMARFORRES G1 msg 011613Z MAY 08

- **Purpose**

  RENTAL VEHICLES AT ILOC

  (**NOT** for Staff Vehicles)

  Dual-Rental Cars??? No Such Animal

  Executing concurrent TAD must turn vehicle in

  RENTAL VEHICLES WHILE AT HTC ARE NOT AUTHORIZED

SMCR Orders Preparation

- **MFR MROWS Template**

  # 5243 (12302-INVOL Orders)

  # 45589 (12301(D)-Vol Orders) (Still the same template in MROWS)

- **UNITS must copy TEMPLATE from "Copy Existing"**

- **Must have been downloaded after 7/1/2012**

- **If not, re-download template. Delete old copy**

SMCR Orders Preparation

- **Template requires individualization for your Unit**
- **Orders WILL NOT BE EFFECTIVE prior to Date of Activation as indicated in CMC's activation message**
- **Order the Member from his PRIMARY residence to the RTC/Location (NLT 2359)**
- **Report to: Commanding Officer**
- **For Duty with Unit**
- **For Further Assignment(s) - - annotate each leg of travel**
- **ALL ORDERS MUST HAVE LOA FOR PERDIEM**

SMCR Orders Preparation

- **Per OSD Guidance Orders must contain the following:**
  - **Statement that call to Active Duty is in "Support of a Contingency Operation"**
  - **The name of the Operation (Noble Eagle, Enduring Freedom, Iraqi Freedom, etc.)**
  - **Authority for activation:**
    - **U.S. Code, Title 10, Section 12302**
      - **Must refer to "Executive Order 13223 of 14Sep01"**
    - **U.S. Code, Title 10, Section 12301(D)**

SMCR Orders Preparation

- **Continued OSD Guidance Orders must contain the following:**
  - **Period of service under Title 10 U.S.C. 12302/12301(d) is exempt from 5-year limit for as provided in 38 U.S.C. Section 4312(c)(4)(A)**
  - **"Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check on line at www.esgr.org if you have questions regarding your employment/reemployment rights"**
  - **Maximum period of Activation Orders is 12 months unless pre-authorized by Secretary of Defense or designee.**
    [Already authorized on Activation msgs (400 days)]

SMCR Orders Preparation

- **Updated OSD Guidance on activation orders:**
  - **If approved by the Secretary concerned, periods of individual skill training and/or post-mobilization leave are to be excluded from the 12 month mobilization period, orders must state specific start and stop dates of the mobilization employment period. (Not Pre-Deployment Training)**
  - **If approved for exclusion of individual skill training and/or post-mobilization leave:**
    - **Unit must modify the Non-Standard paragraph included in template on all orders exceeding 12 months in duration to show the dates of the Mobilization Employment Period.**
    - **Approved early activation for individual skills training the Mobilization Employment Period begins upon completion of training.**

SMCR Orders Preparation

- **The below Non Standard paragraph is added to the TEMPLATE:**

"THE PERIOD OF THIS ACTIVATION SPECIFIED AS YOUR MOBILIZATION EMPLOYMENT PERIOD IS FROM _____ TO _____ (12 MONTHS). ADDITIONAL TIME SERVED UNDER THESE ORDERS FOR INDIVIDUAL SKILLS TRAINING, POST DEPLOYMENT LEAVE, AND/OR ANY ACCUMULATED POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA) HAS BEEN APPROVED BY THE SECRETARY CONCERNED."

SMCR Orders Preparation

- **EID HARD HOLD**

- **Extensions for LWAS requires MSC approval & must be due to Operational Requirements**

SMCR Orders Preparation

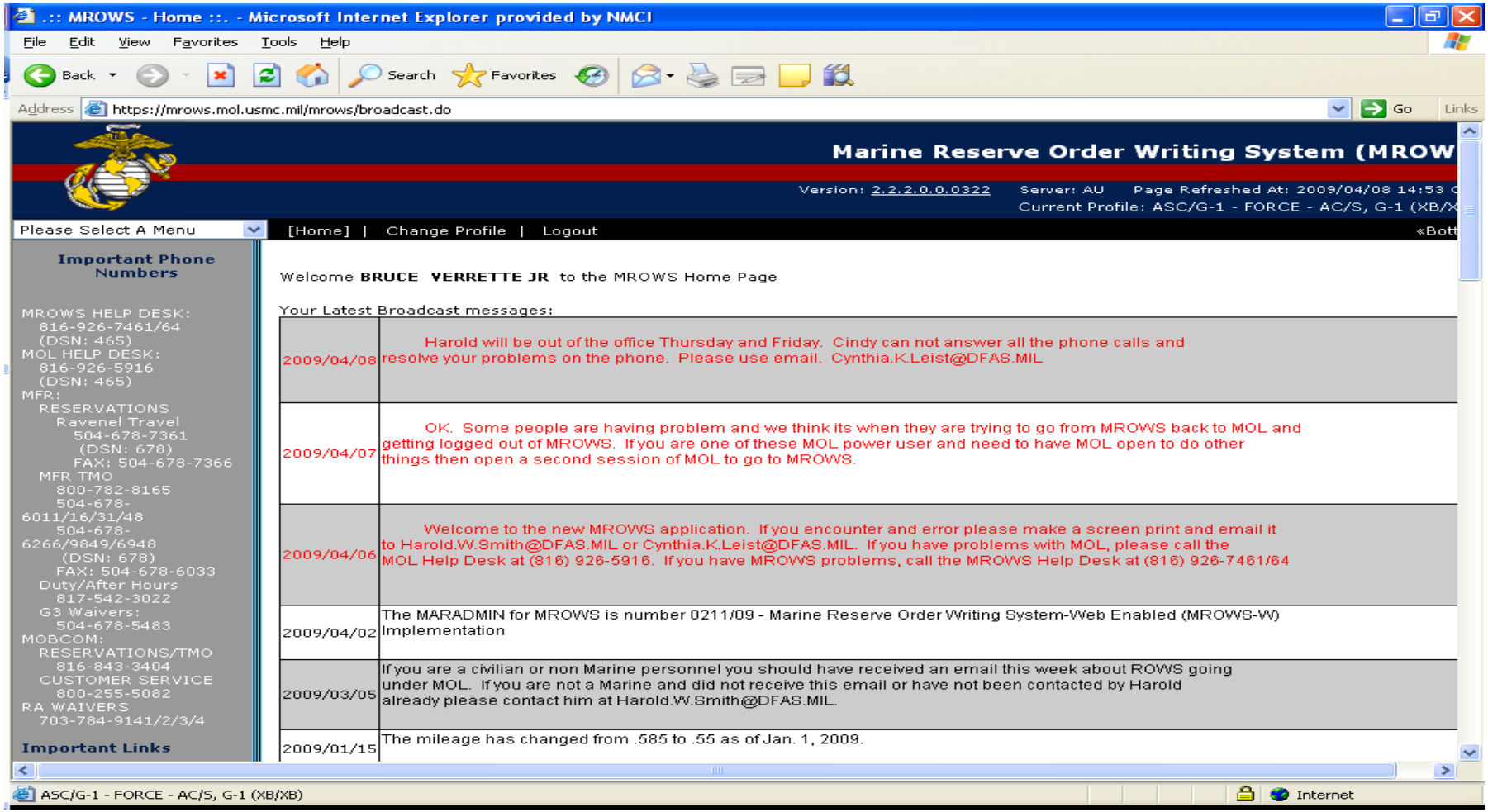
- **ENDORSEMENTS**

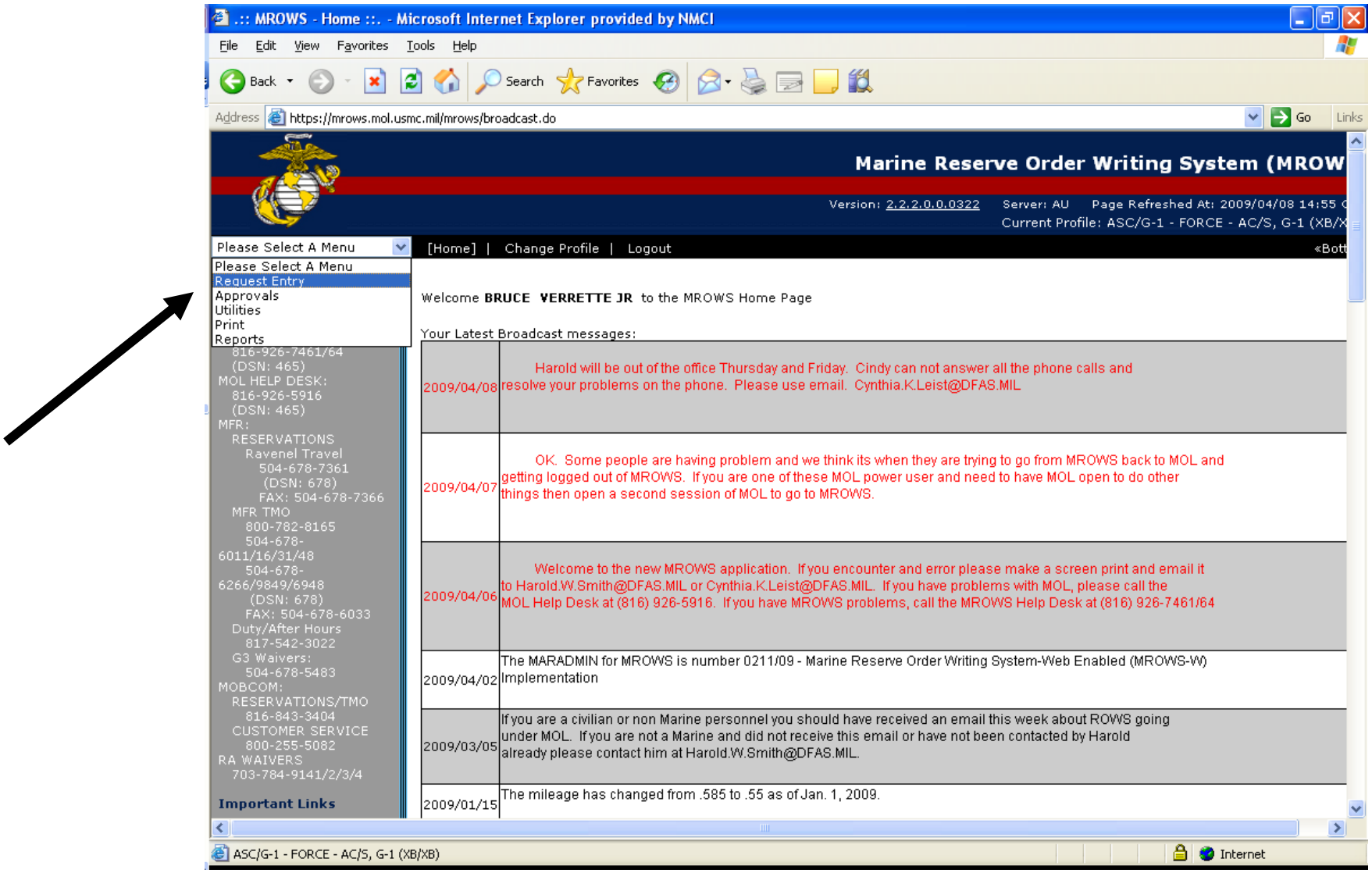
  Use the examples provided by MARFORRES Finance and consolidate them!

MROWS Screen Shot Instructions

SCREENSHOTS ARE AS FOLLOWS

MROWS Screen Shot Instructions


.:: MROWS - Home ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/broadcast.do
Go Links
Marine Reserve Order Writing System (MROW
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 14:53
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/X
Please Select A Menu
[Home] | Change Profile | Logout
Important Phone Numbers
MROWS HELP DESK:
816-926-7461/64
(DSN: 465)
MOL HELP DESK:
816-926-5916
(DSN: 465)
MFR:
RESERVATIONS
Ravenel Travel
504-678-7361
(DSN: 678)
FAX: 504-678-7366
MFR TMO
800-782-8165
504-678-6011/16/31/48
504-678-6266/9849/6948
(DSN: 678)
FAX: 504-678-6033
Duty/After Hours
817-542-3022
G3 Waivers:
504-678-5483
MOBCOM:
RESERVATIONS/TMO
816-843-3404
CUSTOMER SERVICE
800-255-5082
RA WAIVERS
703-784-9141/2/3/4
Important Links
Welcome BRUCE VERRETTE JR to the MROWS Home Page
Your Latest Broadcast messages:
2009/04/08 Harold will be out of the office Thursday and Friday. Cindy can not answer all the phone calls and resolve your problems on the phone. Please use email. Cynthia.K.Leist@DFAS.MIL
2009/04/07 OK. Some people are having problem and we think its when they are trying to go from MROWS back to MOL and getting logged out of MROWS. If you are one of these MOL power user and need to have MOL open to do other things then open a second session of MOL to go to MROWS.
2009/04/06 Welcome to the new MROWS application. If you encounter and error please make a screen print and email it to Harold.W.Smith@DFAS.MIL or Cynthia.K.Leist@DFAS.MIL. If you have problems with MOL, please call the MOL Help Desk at (816) 926-5916. If you have MROWS problems, call the MROWS Help Desk at (816) 926-7461/64
2009/04/02 The MARADMIN for MROWS is number 0211/09 - Marine Reserve Order Writing System-Web Enabled (MROWS-W) Implementation
2009/03/05 If you are a civilian or non Marine personnel you should have received an email this week about ROWS going under MOL. If you are not a Marine and did not receive this email or have not been contacted by Harold already please contact him at Harold.W.Smith@DFAS.MIL.
2009/01/15 The mileage has changed from .585 to .55 as of Jan. 1, 2009.
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet


.:: MROWS - Home ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/broadcast.do
Go Links
Marine Reserve Order Writing System (MROW
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 14:55
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/X
Please Select A Menu
[Home] | Change Profile | Logout
Please Select A Menu
Request Entry
Approvals
Utilities
Print
Reports
816-926-7461/64
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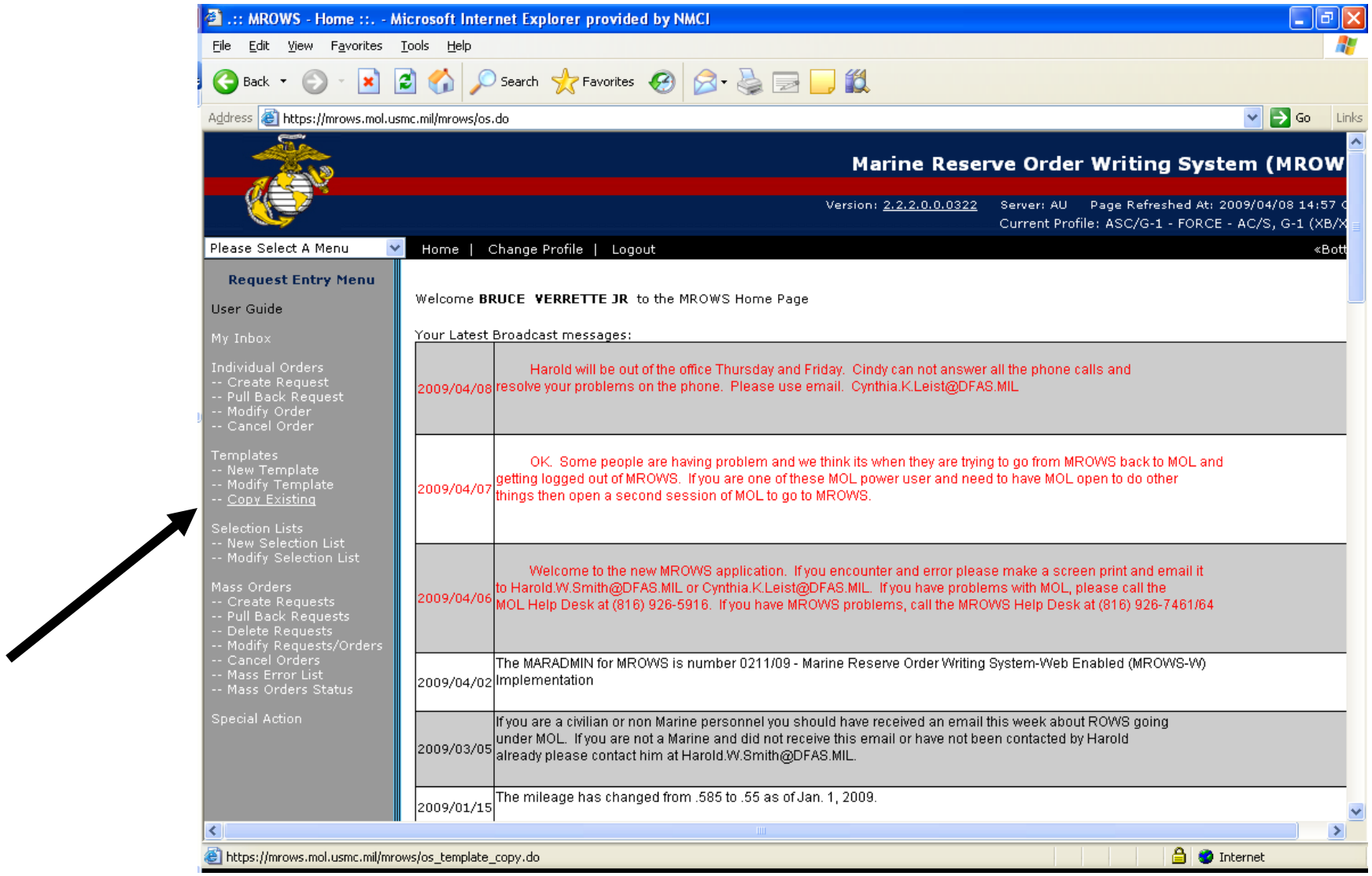
Click the down arrow>Request Entry


.:: MROWS - Home ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os.do
Go Links
Marine Reserve Order Writing System (MROW
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 14:57
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/X
Please Select A Menu
Home | Change Profile | Logout
Request Entry Menu
User Guide
My Inbox
Individual Orders
-- Create Request
-- Pull Back Request
-- Modify Order
-- Cancel Order
Templates
-- New Template
-- Modify Template
-- Copy Existing
Selection Lists
-- New Selection List
-- Modify Selection List
Mass Orders
-- Create Requests
-- Pull Back Requests
-- Delete Requests
-- Modify Requests/Orders
-- Cancel Orders
-- Mass Error List
-- Mass Orders Status
Special Action
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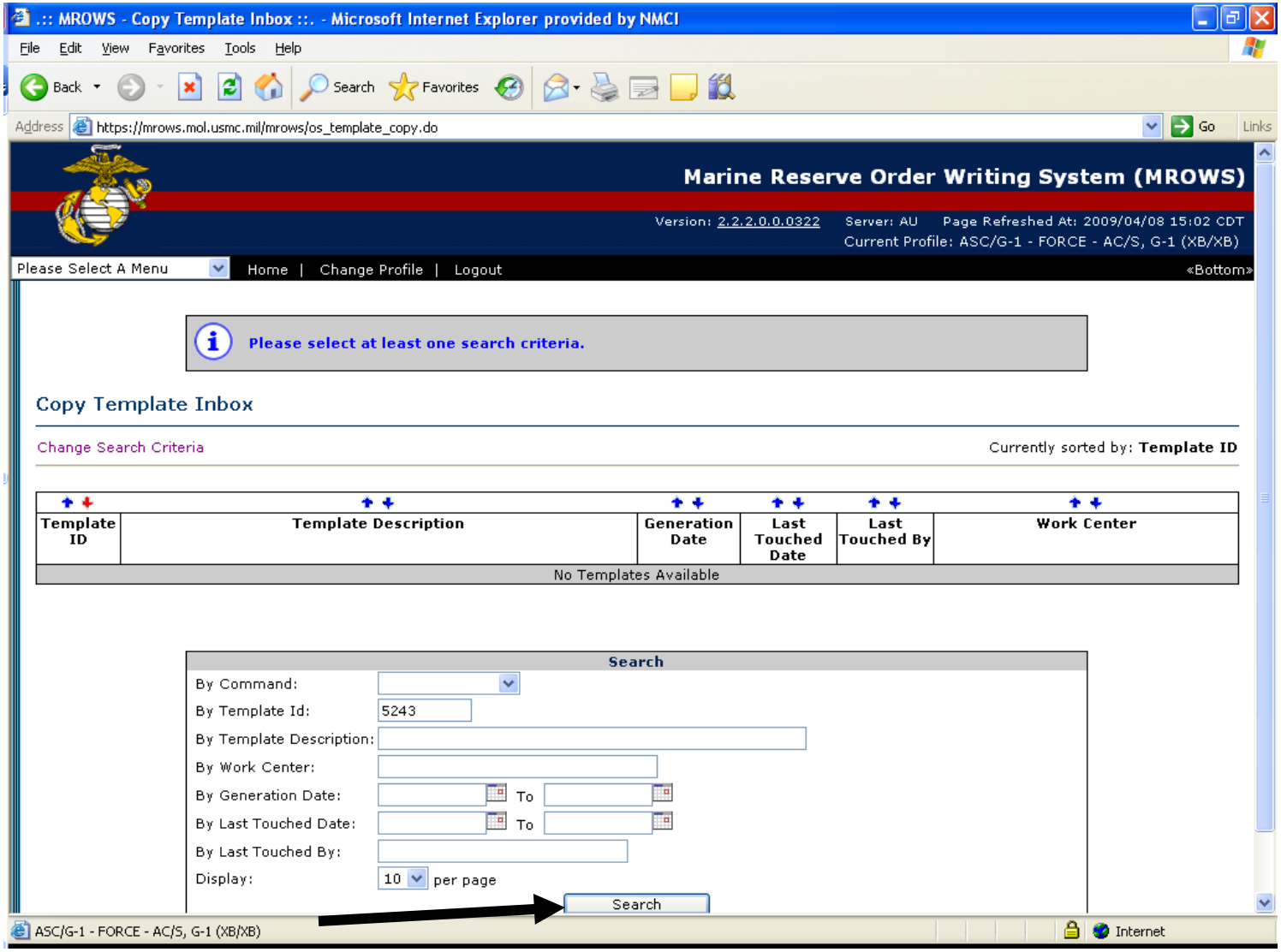
Internet

Click Copy Existing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Please Select A Menu Home | Change Profile | Logout «Bottom»
Please select at least one search criteria.
Copy Template Inbox
Change Search Criteria
Currently sorted by: Template ID
Template ID
Template Description
Generation Date
Last Touched Date
Last Touched By
Work Center
No Templates Available
Search
By Command:
By Template Id: 5243
By Template Description:
By Work Center:
By Generation Date: To
By Last Touched Date: To
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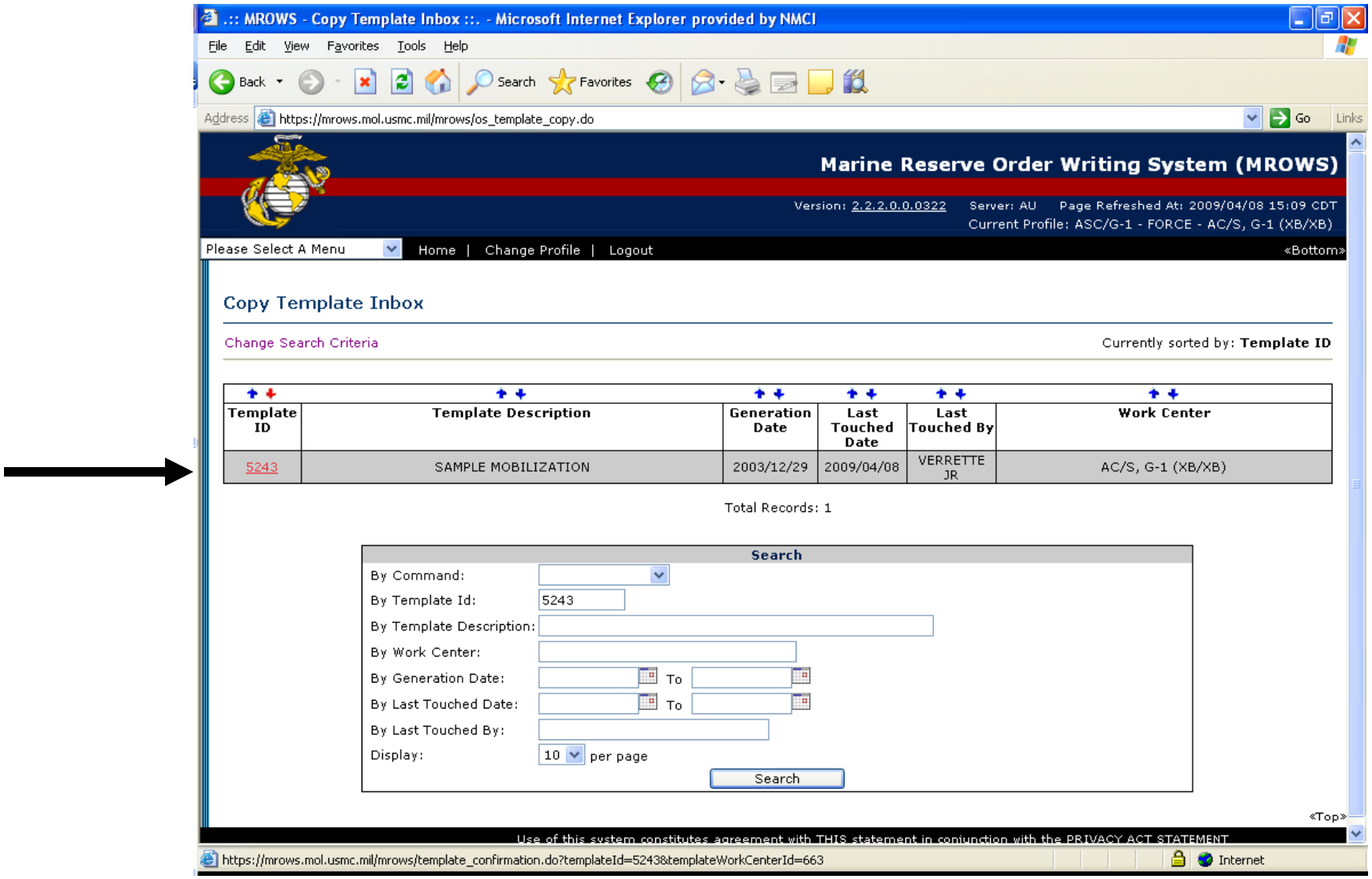
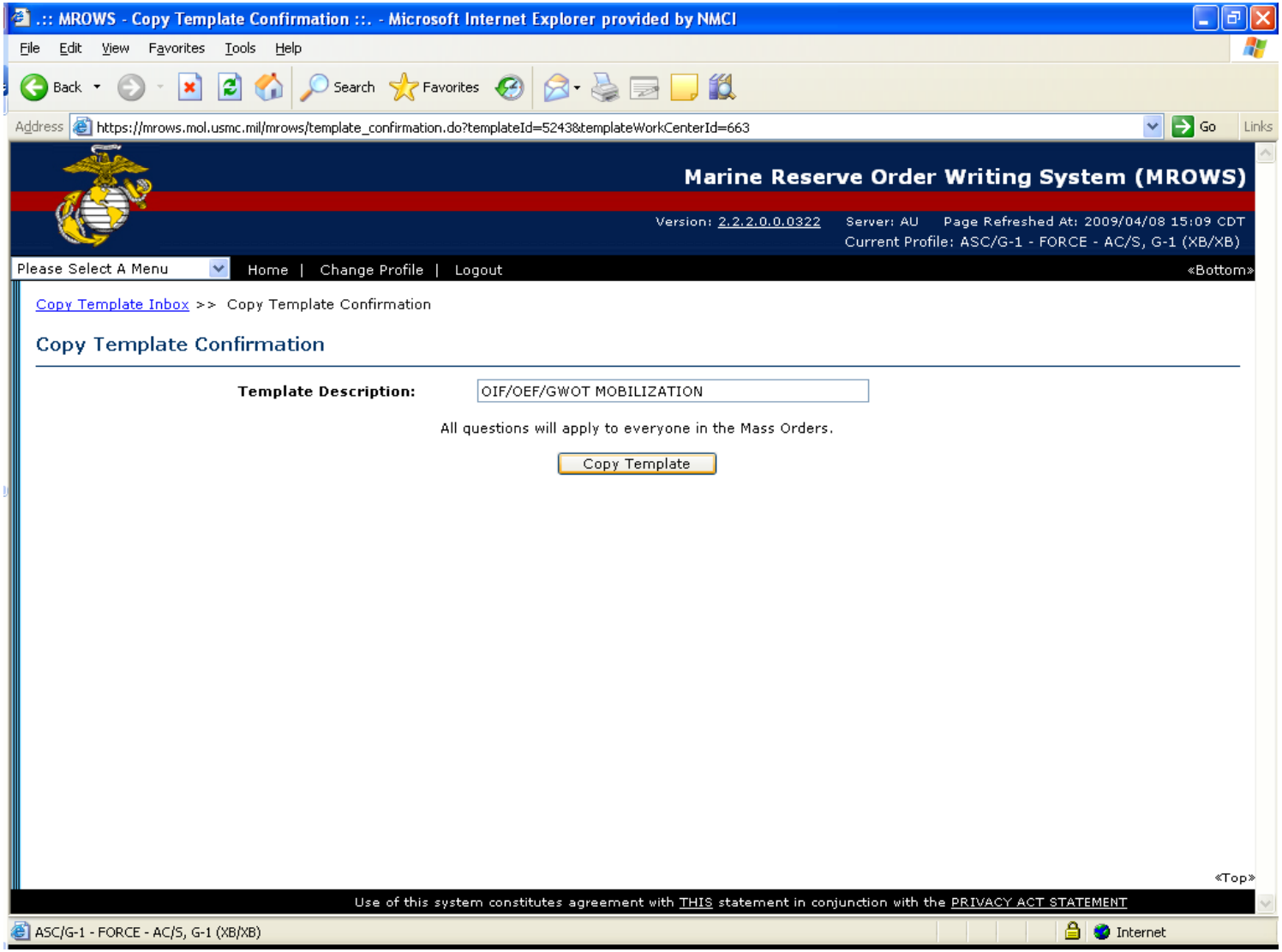
Search
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Type 5243 or 45589 in the By Template Id: text box. Click Search.



Click Template ID 5243 or 45589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Address https://mrows.mol.usmc.mil/mrows/template_confirmation.do?templateId=5243&templateWorkCenterId=663
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 15:09 CDT
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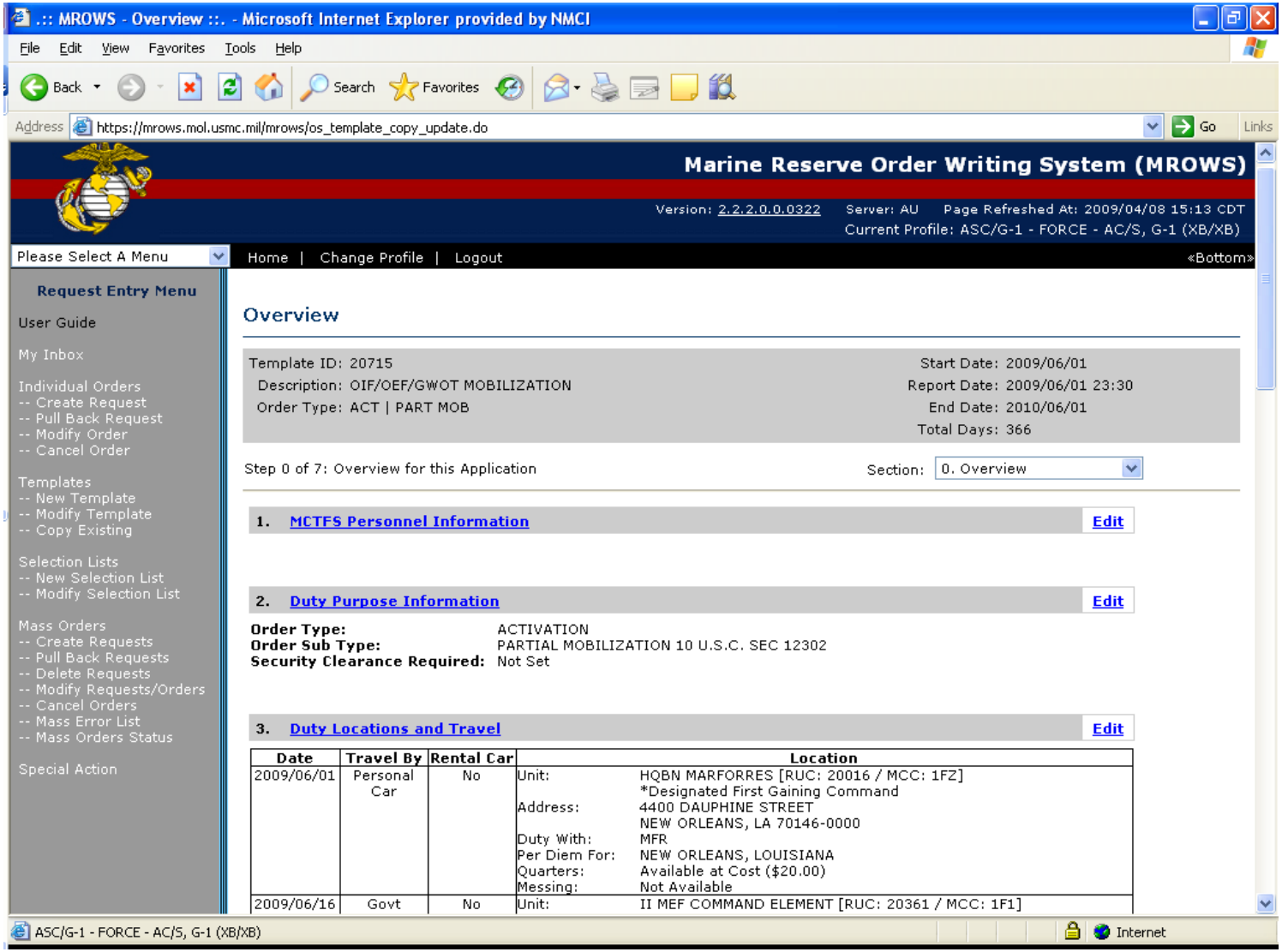
Please Select A Menu Home | Change Profile | Logout «Bottom»
Copy Template Inbox >> Copy Template Confirmation
Copy Template Confirmation
Template Description: OIF/OEF/GWOT MOBILIZATION
All questions will apply to everyone in the Mass Orders.
Copy Template
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Name the Template and click Copy Template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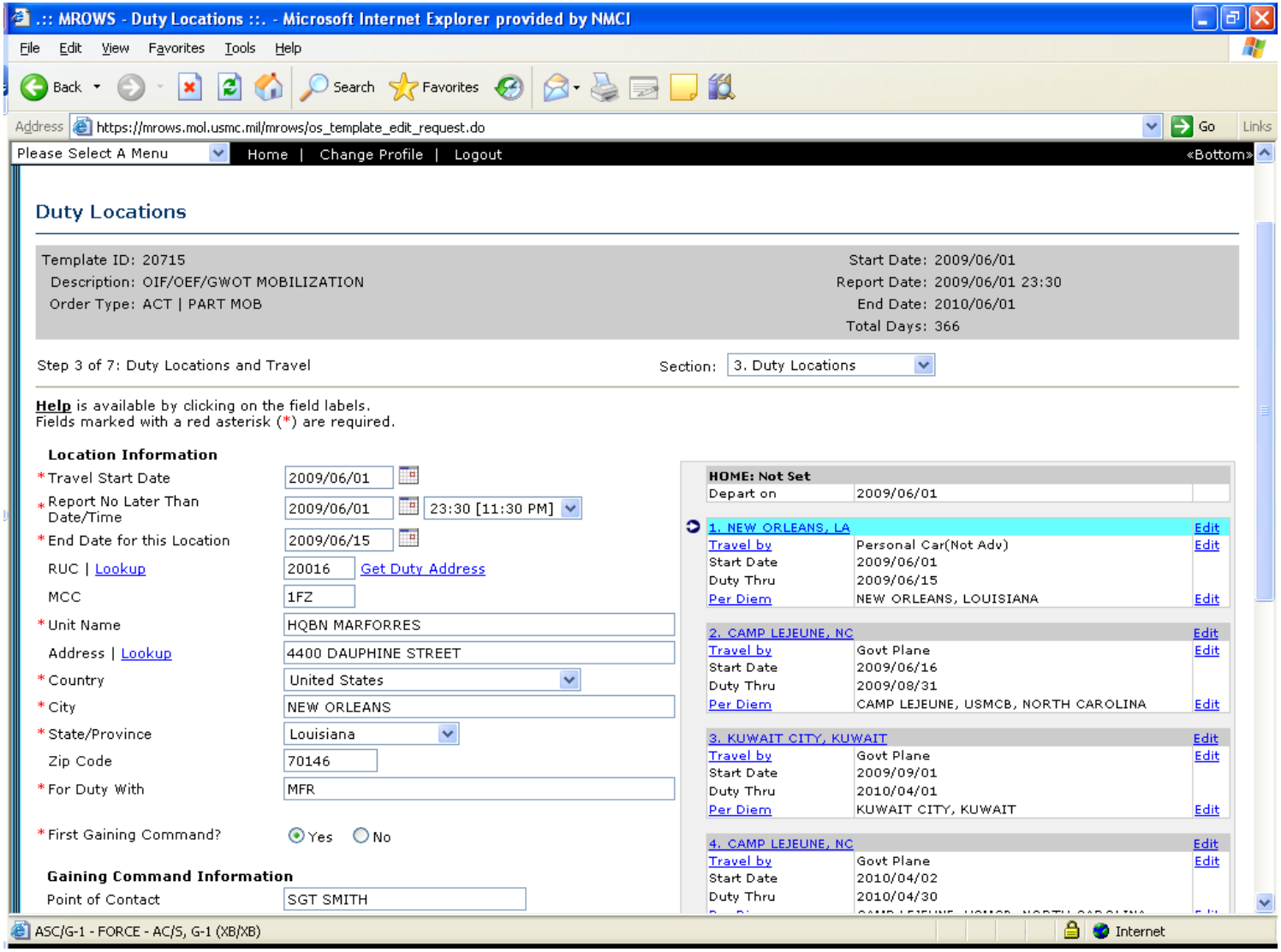
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Request Entry Menu
User Guide
My Inbox
Individual Orders
-- Create Request
-- Pull Back Request
-- Modify Order
-- Cancel Order
Templates
-- New Template
-- Modify Template
-- Copy Existing
Selection Lists
-- New Selection List
-- Modify Selection List
Mass Orders
-- Create Requests
-- Pull Back Requests
-- Delete Requests
-- Modify Requests/Orders
-- Cancel Orders
-- Mass Error List
-- Mass Orders Status
Special Action
Overview
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 0 of 7: Overview for this Application
Section: 0. Overview
1. MCTFS Personnel Information Edit
2. Duty Purpose Information Edit
Order Type: ACTIVATION
Order Sub Type: PARTIAL MOBILIZATION 10 U.S.C. SEC 12302
Security Clearance Required: Not Set
3. Duty Locations and Travel Edit
Date Travel By Rental Car Location
2009/06/01 Personal Car No
Unit: HQBN MARFORRES [RUC: 20016 / MCC: 1FZ]
*Designated First Gaining Command
Address: 4400 DAUPHINE STREET
NEW ORLEANS, LA 70146-0000
Duty With: MFR
Per Diem For: NEW ORLEANS, LOUISIANA
Quarters: Available at Cost ($20.00)
Messing: Not Available
2009/06/16 Govt No
Unit: II MEF COMMAND ELEMENT [RUC: 20361 / MCC: 1F1]
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Template now saved to your unit.


.:: MROWS - Duty Locations ::. - Microsoft Internet Explorer provided by NMCI
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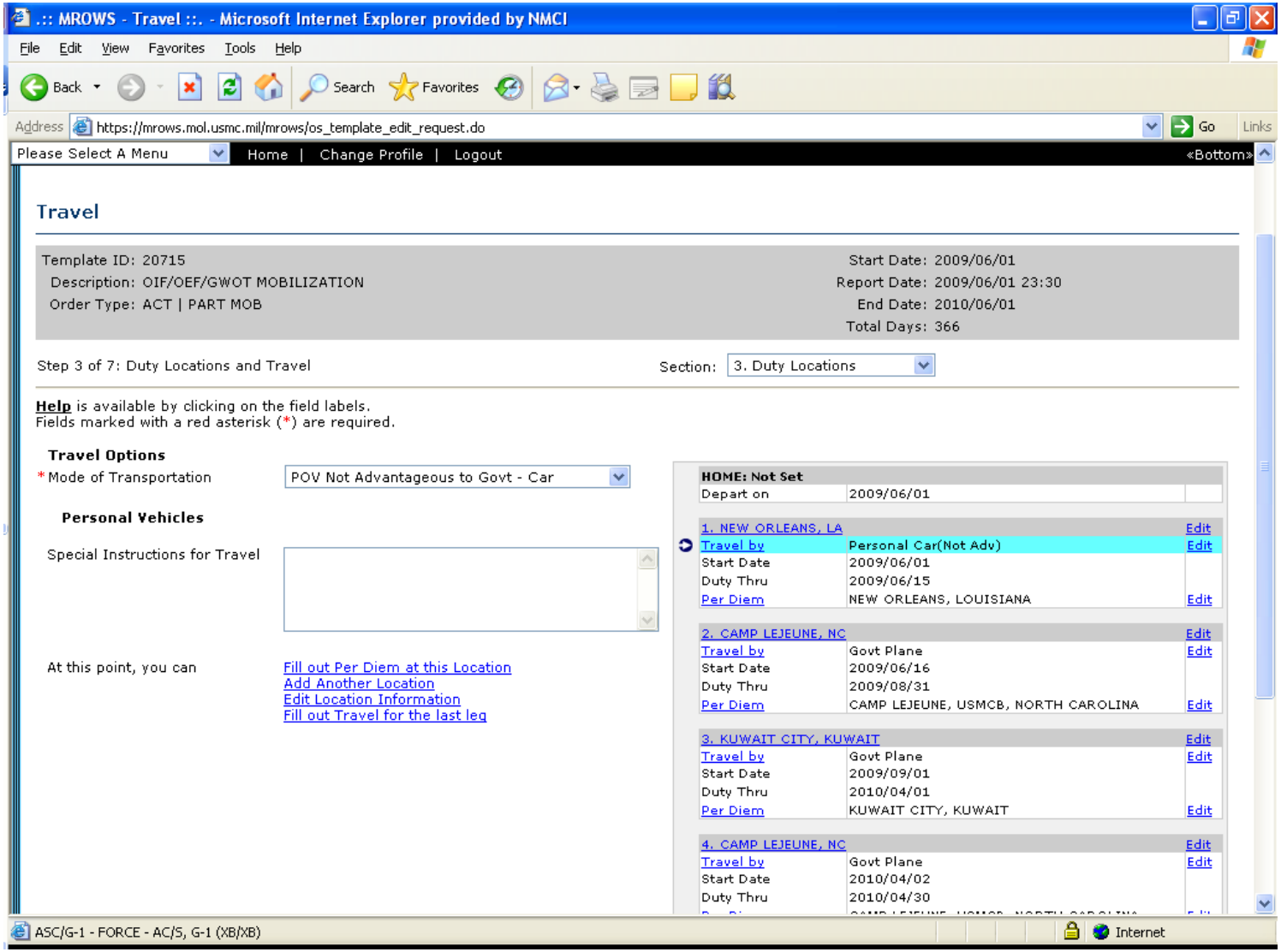
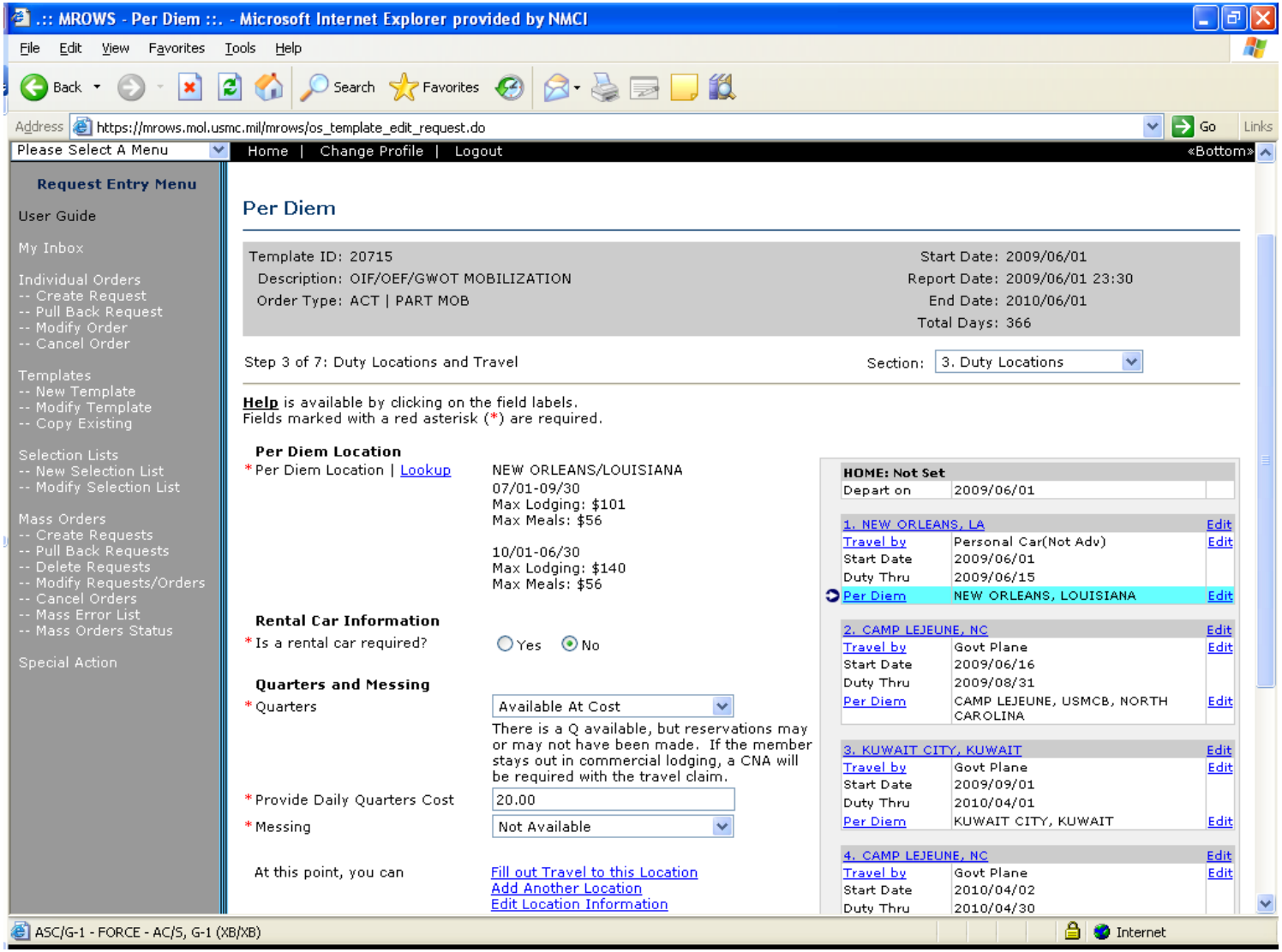
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Duty Locations
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 3 of 7: Duty Locations and Travel
Section: 3. Duty Locations
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
Location Information
*Travel Start Date 2009/06/01
*Report No Later Than Date/Time 2009/06/01 23:30 [11:30 PM]
*End Date for this Location 2009/06/15
RUC | Lookup 20016 Get Duty Address
MCC 1FZ
*Unit Name HQBN MARFORRES
Address | Lookup 4400 DAUPHINE STREET
*Country United States
*City NEW ORLEANS
*State/Province Louisiana
Zip Code 70146
*For Duty With MFR
*First Gaining Command? Yes No
Gaining Command Information
Point of Contact SGT SMITH
HOME: Not Set
Depart on 2009/06/01
1. NEW ORLEANS, LA Edit
Travel by Personal Car(Not Adv) Edit
Start Date 2009/06/01
Duty Thru 2009/06/15
Per Diem NEW ORLEANS, LOUISIANA Edit
2. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2009/06/16
Duty Thru 2009/08/31
Per Diem CAMP LEJEUNE, USMCB, NORTH CAROLINA Edit
3. KUWAIT CITY, KUWAIT Edit
Travel by Govt Plane Edit
Start Date 2009/09/01
Duty Thru 2010/04/01
Per Diem KUWAIT CITY, KUWAIT Edit
4. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2010/04/02
Duty Thru 2010/04/30
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Now Edit your template. Get the info from your Command's Report for Planning Process. You will need all the planned dates for movements. PLEAD to HTC. Insert info for travel to HTC on


.:: MROWS - Travel ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Travel
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 3 of 7: Duty Locations and Travel
Section: 3. Duty Locations
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
Travel Options
*Mode of Transportation
POV Not Advantageous to Govt - Car
Personal Vehicles
Special Instructions for Travel
At this point, you can
Fill out Per Diem at this Location
Add Another Location
Edit Location Information
Fill out Travel for the last leg
HOME: Not Set
Depart on 2009/06/01
1. NEW ORLEANS, LA
Travel by Personal Car(Not Adv)
Start Date 2009/06/01
Duty Thru 2009/06/15
Per Diem NEW ORLEANS, LOUISIANA
2. CAMP LEJEUNE, NC
Travel by Govt Plane
Start Date 2009/06/16
Duty Thru 2009/08/31
Per Diem CAMP LEJEUNE, USMCB, NORTH CAROLINA
3. KUWAIT CITY, KUWAIT
Travel by Govt Plane
Start Date 2009/09/01
Duty Thru 2010/04/01
Per Diem KUWAIT CITY, KUWAIT
4. CAMP LEJEUNE, NC
Travel by Govt Plane
Start Date 2010/04/02
Duty Thru 2010/04/30
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Use drop down to choose mode of transportation to HTC. If POV, do cost calculation for Advantageous or Non-Advantageous. Then click Fill out Per Diem at


.:: MROWS - Per Diem ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Request Entry Menu
User Guide
My Inbox
Individual Orders
-- Create Request
-- Pull Back Request
-- Modify Order
-- Cancel Order
Templates
-- New Template
-- Modify Template
-- Copy Existing
Selection Lists
-- New Selection List
-- Modify Selection List
Mass Orders
-- Create Requests
-- Pull Back Requests
-- Delete Requests
-- Modify Requests/Orders
-- Cancel Orders
-- Mass Error List
-- Mass Orders Status
Special Action
Per Diem
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 3 of 7: Duty Locations and Travel
Section: 3. Duty Locations
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
Per Diem Location
* Per Diem Location | Lookup
NEW ORLEANS/LOUISIANA
07/01-09/30
Max Lodging: $101
Max Meals: $56
10/01-06/30
Max Lodging: $140
Max Meals: $56
Rental Car Information
* Is a rental car required?
Yes
No
Quarters and Messing
* Quarters
Available At Cost
There is a Q available, but reservations may or may not have been made. If the member stays out in commercial lodging, a CNA will be required with the travel claim.
* Provide Daily Quarters Cost
20.00
* Messing
Not Available
At this point, you can
Fill out Travel to this Location
Add Another Location
Edit Location Information
HOME: Not Set
Depart on 2009/06/01
1. NEW ORLEANS, LA Edit
Travel by Personal Car(Not Adv) Edit
Start Date 2009/06/01
Duty Thru 2009/06/15
Per Diem NEW ORLEANS, LOUISIANA Edit
2. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2009/06/16
Duty Thru 2009/08/31
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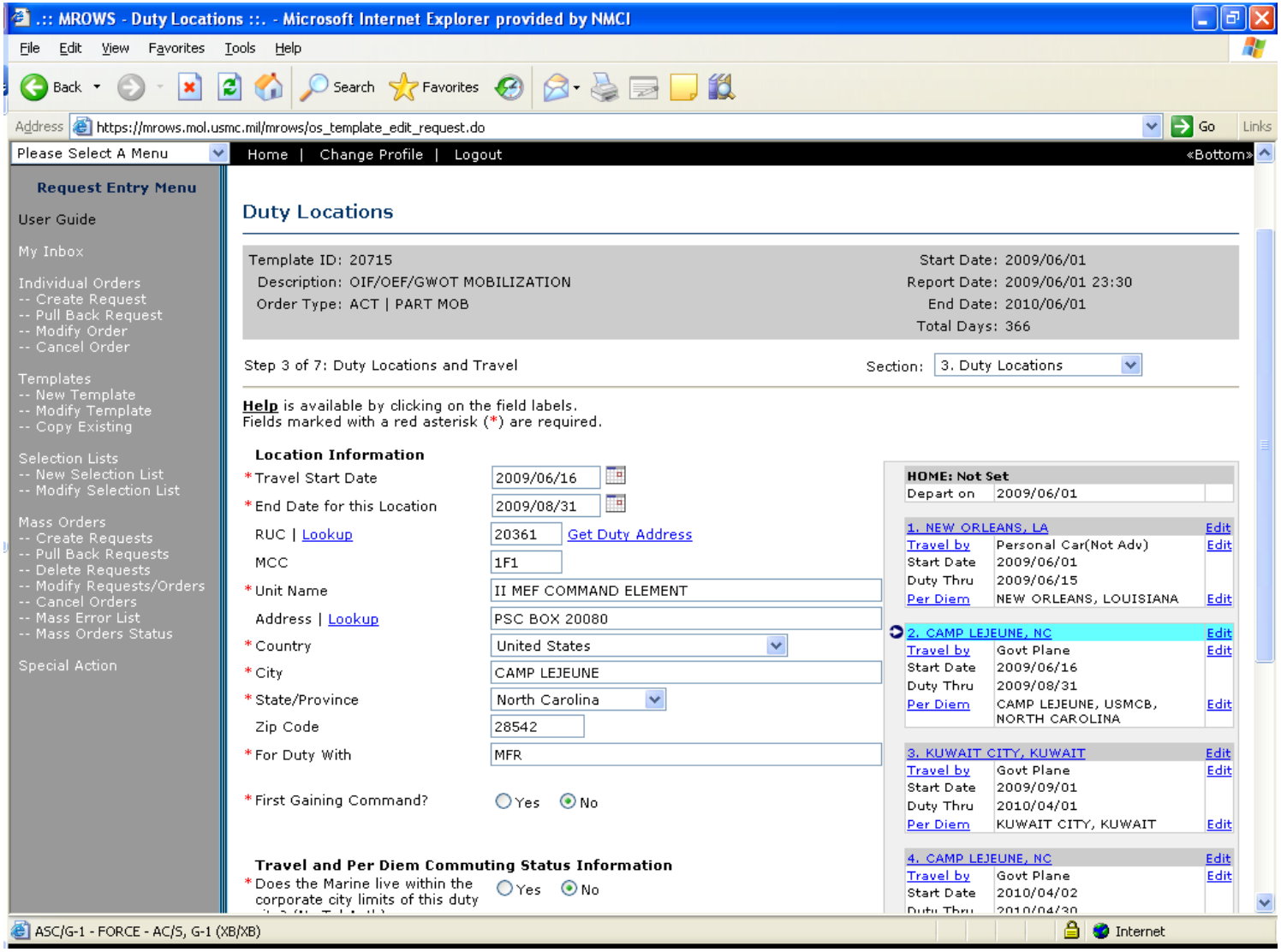
3. KUWAIT CITY, KUWAIT Edit
Travel by Govt Plane Edit
Start Date 2009/09/01
Duty Thru 2010/04/01
Per Diem KUWAIT CITY, KUWAIT Edit
4. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2010/04/02
Duty Thru 2010/04/30
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Click Per Diem Location Lookup to choose location of leg. Insert all other information to include Quarters and Messing statements. (NOT WHAT THEY WANT) Click Next


.:: MROWS - Duty Locations ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Request Entry Menu
User Guide
My Inbox
Individual Orders
-- Create Request
-- Pull Back Request
-- Modify Order
-- Cancel Order
Templates
-- New Template
-- Modify Template
-- Copy Existing
Selection Lists
-- New Selection List
-- Modify Selection List
Mass Orders
-- Create Requests
-- Pull Back Requests
-- Delete Requests
-- Modify Requests/Orders
-- Cancel Orders
-- Mass Error List
-- Mass Orders Status
Special Action
Duty Locations
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 3 of 7: Duty Locations and Travel
Section: 3. Duty Locations
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
Location Information
*Travel Start Date 2009/06/16
*End Date for this Location 2009/08/31
RUC | Lookup 20361 Get Duty Address
MCC 1F1
*Unit Name II MEF COMMAND ELEMENT
Address | Lookup PSC BOX 20080
*Country United States
*City CAMP LEJEUNE
*State/Province North Carolina
Zip Code 28542
*For Duty With MFR
*First Gaining Command? Yes No
Travel and Per Diem Commuting Status Information
*Does the Marine live within the corporate city limits of this duty Yes No
HOME: Not Set
Depart on 2009/06/01
1. NEW ORLEANS, LA Edit
Travel by Personal Car(Not Adv) Edit
Start Date 2009/06/01
Duty Thru 2009/06/15
Per Diem NEW ORLEANS, LOUISIANA Edit
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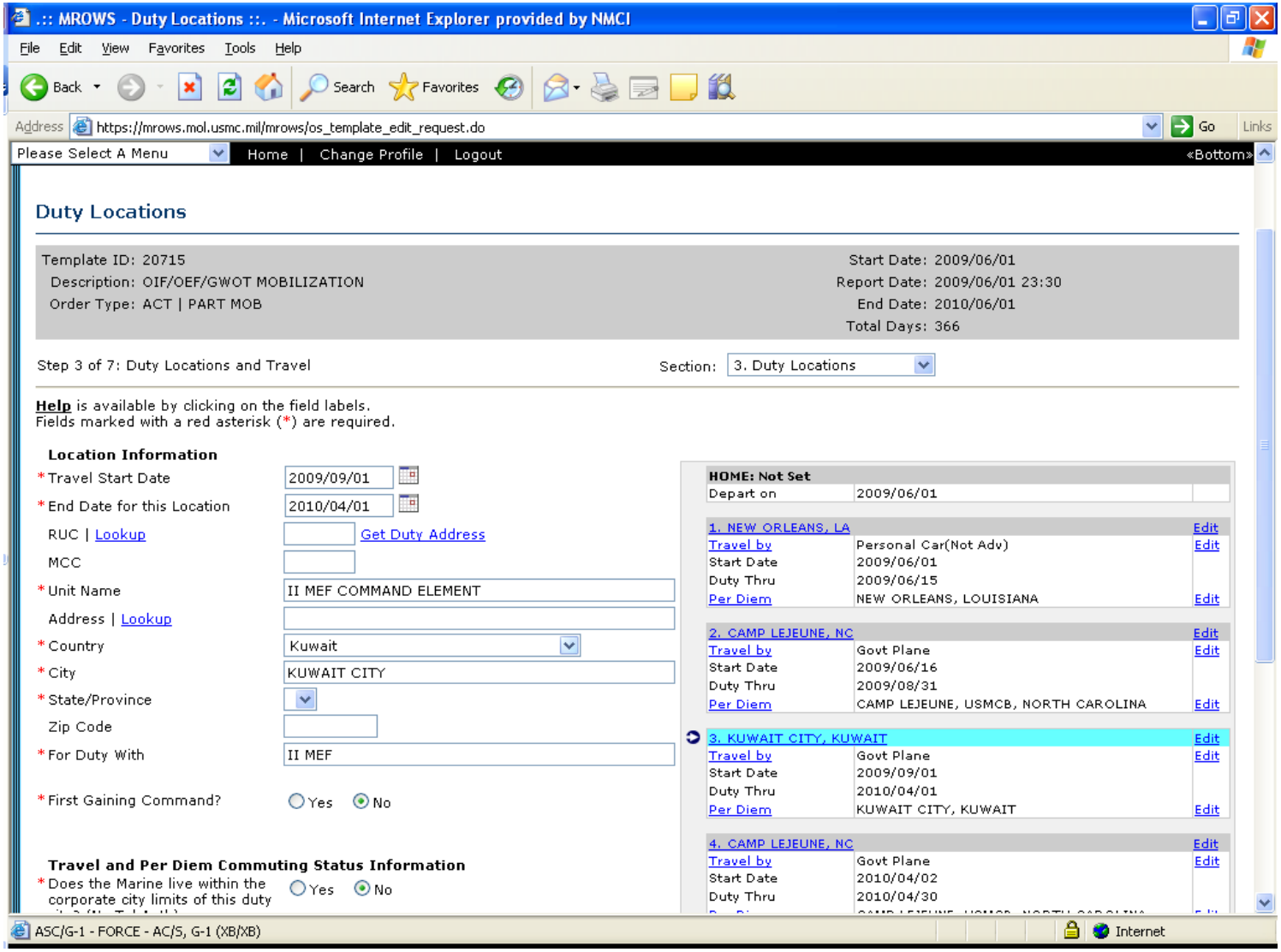
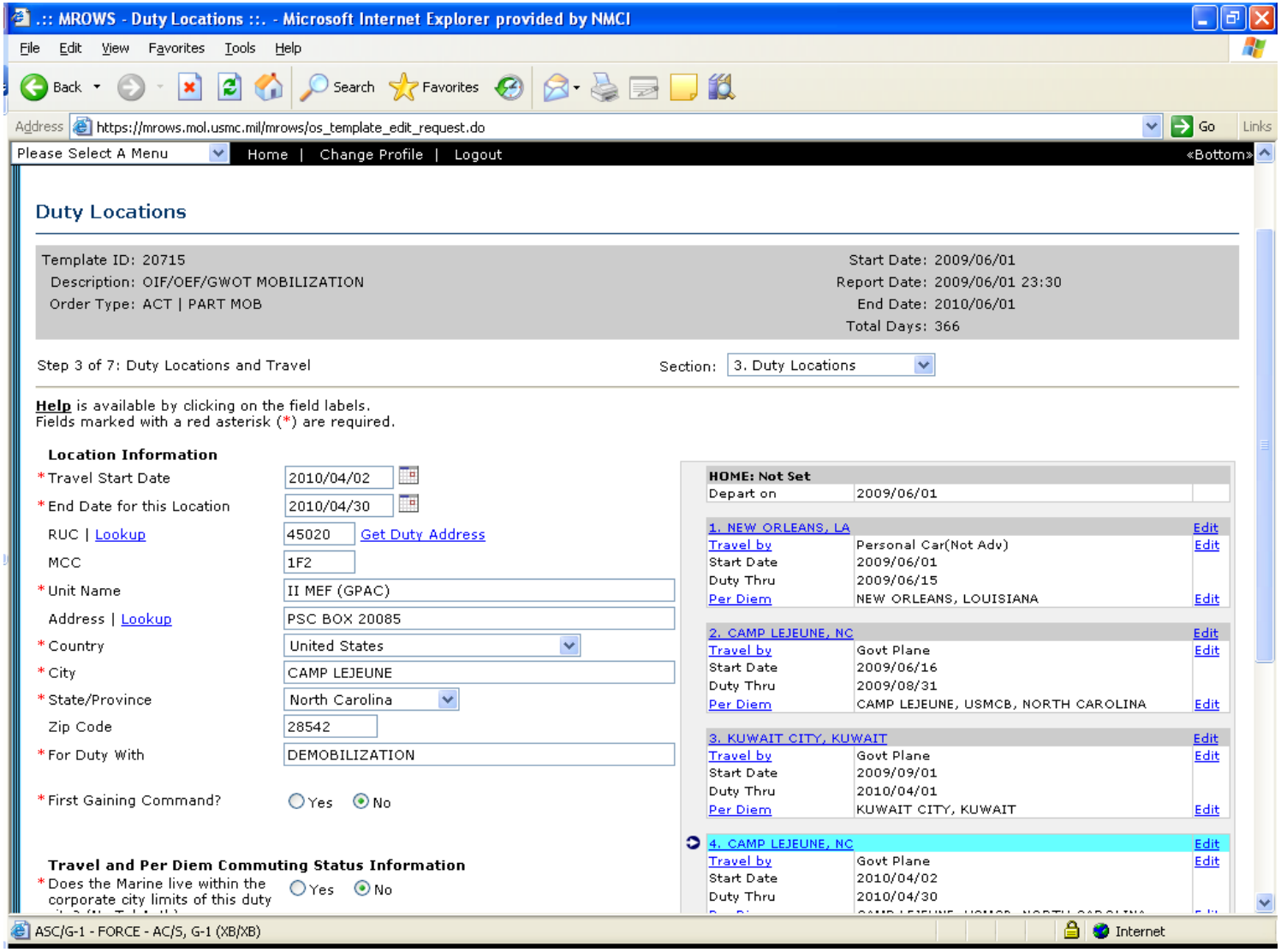
Start Date 2009/06/16
Duty Thru 2009/08/31
Per Diem CAMP LEJEUNE, USMCB, NORTH CAROLINA Edit
3. KUWAIT CITY, KUWAIT Edit
Travel by Govt Plane Edit
Start Date 2009/09/01
Duty Thru 2010/04/01
Per Diem KUWAIT CITY, KUWAIT Edit
4. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2010/04/02
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

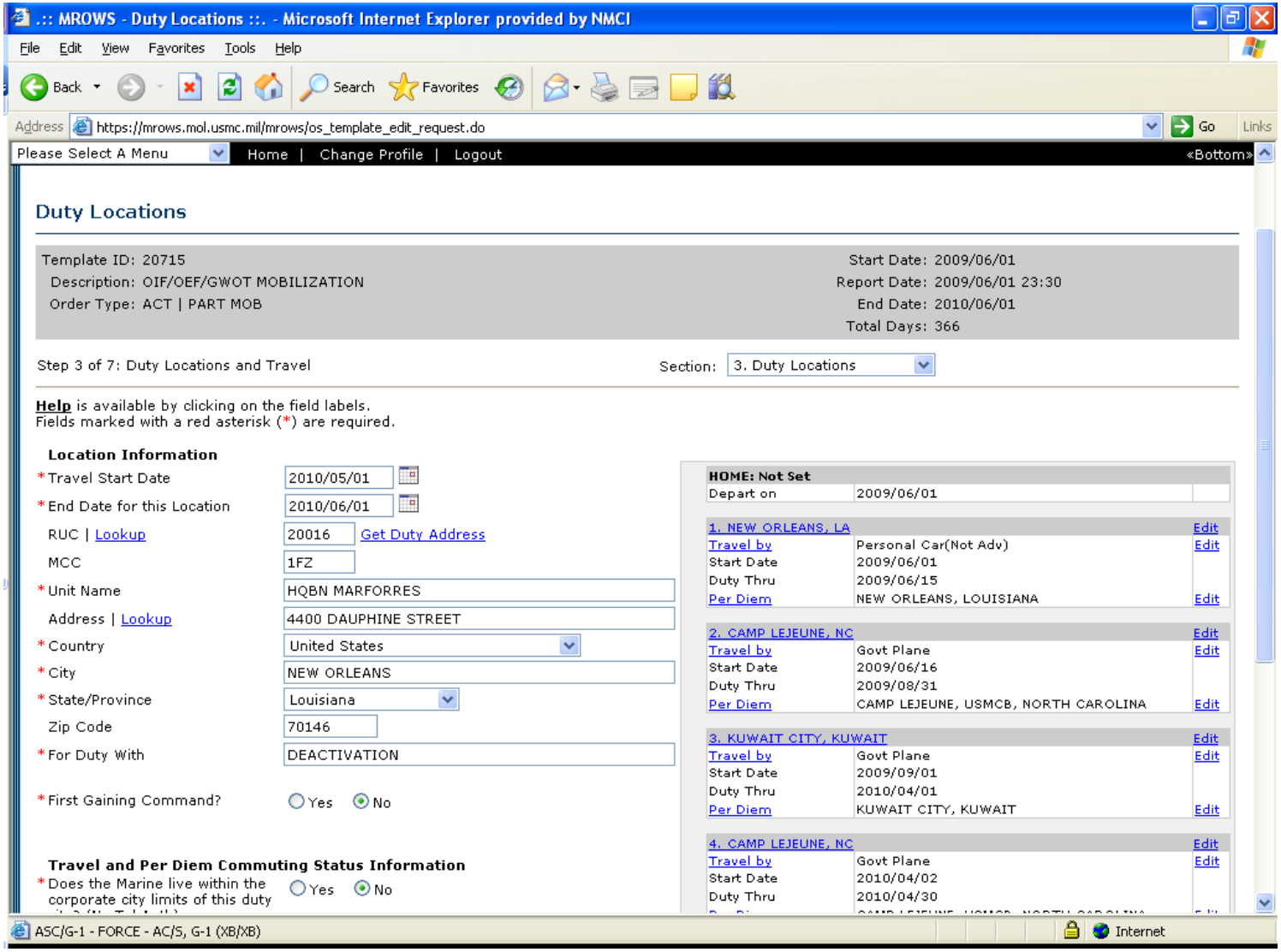
Movement to GFC. Be sure to fill out Travel and Per Diem information at present location.


.:: MROWS - Duty Locations ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Duty Locations
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 3 of 7: Duty Locations and Travel
Section: 3. Duty Locations
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
Location Information
*Travel Start Date 2009/09/01
*End Date for this Location 2010/04/01
RUC | Lookup
Get Duty Address
MCC
*Unit Name II MEF COMMAND ELEMENT
Address | Lookup
*Country Kuwait
*City KUWAIT CITY
*State/Province
Zip Code
*For Duty With II MEF
*First Gaining Command? Yes No
Travel and Per Diem Commuting Status Information
*Does the Marine live within the corporate city limits of this duty Yes No
HOME: Not Set
Depart on 2009/06/01
1. NEW ORLEANS, LA Edit
Travel by Personal Car(Not Adv) Edit
Start Date 2009/06/01
Duty Thru 2009/06/15
Per Diem NEW ORLEANS, LOUISIANA Edit
2. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2009/06/16
Duty Thru 2009/08/31
Per Diem CAMP LEJEUNE, USMCB, NORTH CAROLINA Edit
3. KUWAIT CITY, KUWAIT Edit
Travel by Govt Plane Edit
Start Date 2009/09/01
Duty Thru 2010/04/01
Per Diem KUWAIT CITY, KUWAIT Edit
4. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2010/04/02
Duty Thru 2010/04/30
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

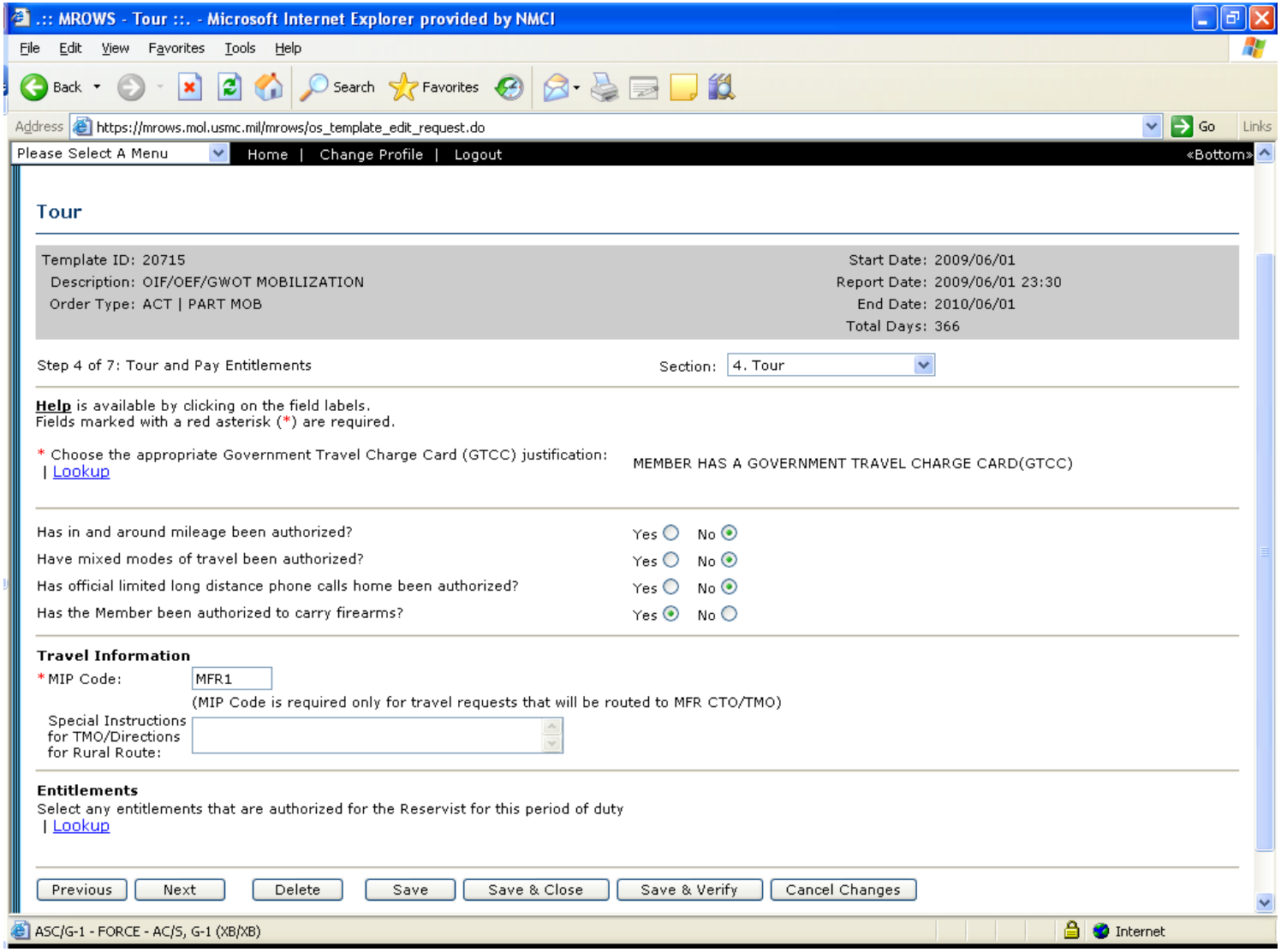
Movement OCOUNS. Be sure to fill out Travel and Per Diem information at present location.


.:: MROWS - Duty Locations ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Duty Locations
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 3 of 7: Duty Locations and Travel
Section: 3. Duty Locations
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
Location Information
*Travel Start Date 2010/04/02
*End Date for this Location 2010/04/30
RUC | Lookup 45020 Get Duty Address
MCC 1F2
*Unit Name II MEF (GPAC)
Address | Lookup PSC BOX 20085
*Country United States
*City CAMP LEJEUNE
*State/Province North Carolina
Zip Code 28542
*For Duty With DEMOBILIZATION
*First Gaining Command? Yes No
Travel and Per Diem Commuting Status Information
*Does the Marine live within the corporate city limits of this duty Yes No
HOME: Not Set
Depart on 2009/06/01
1. NEW ORLEANS, LA Edit
Travel by Personal Car(Not Adv) Edit
Start Date 2009/06/01
Duty Thru 2009/06/15
Per Diem NEW ORLEANS, LOUISIANA Edit
2. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2009/06/16
Duty Thru 2009/08/31
Per Diem CAMP LEJEUNE, USMCB, NORTH CAROLINA Edit
3. KUWAIT CITY, KUWAIT Edit
Travel by Govt Plane Edit
Start Date 2009/09/01
Duty Thru 2010/04/01
Per Diem KUWAIT CITY, KUWAIT Edit
4. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2010/04/02
Duty Thru 2010/04/30
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

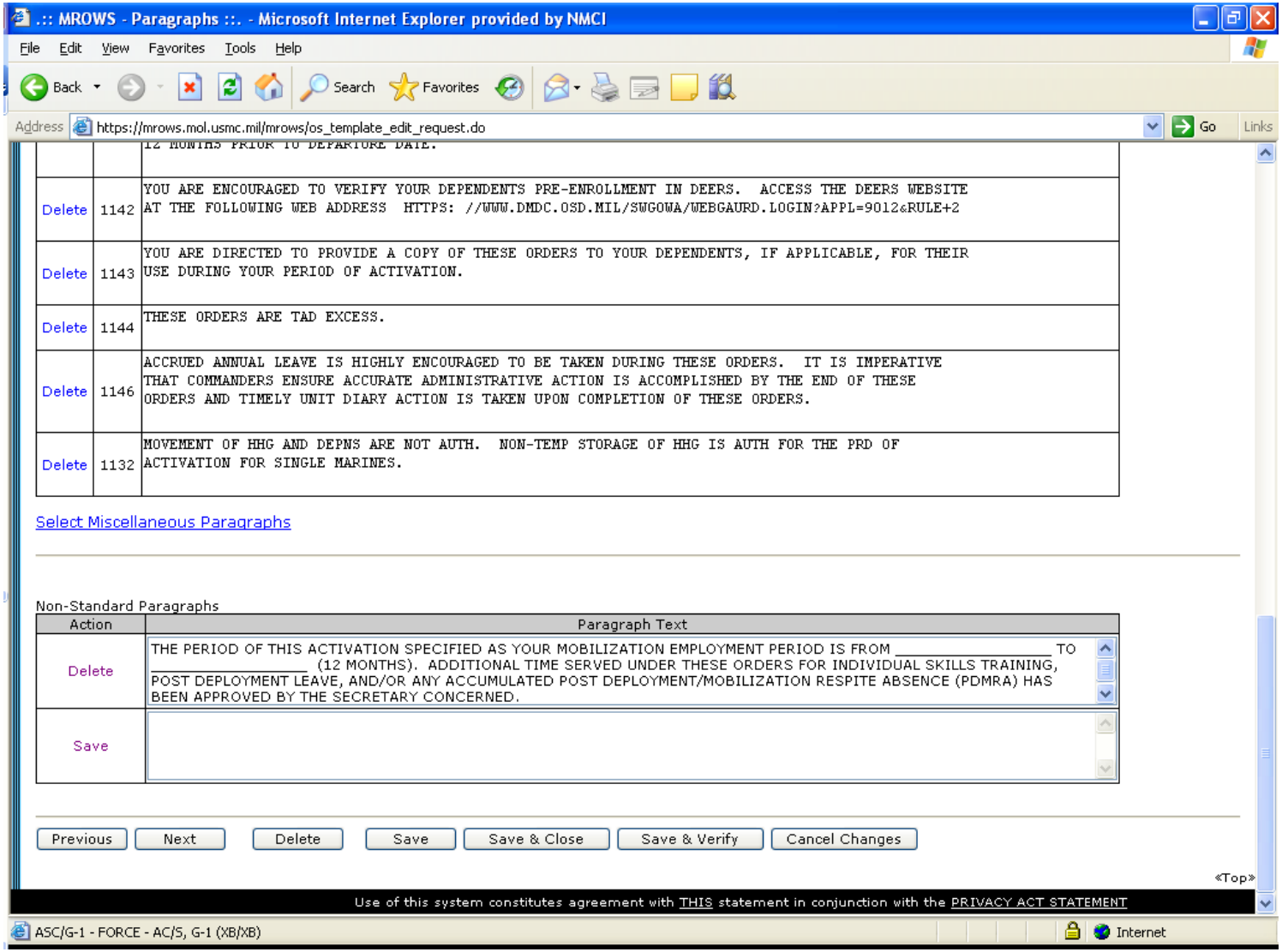
Return to CONUS. Be sure to fill out Travel and Per Diem information at present location.


.:: MROWS - Duty Locations ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Duty Locations
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 3 of 7: Duty Locations and Travel
Section: 3. Duty Locations
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
Location Information
*Travel Start Date 2010/05/01
*End Date for this Location 2010/06/01
RUC | Lookup 20016 Get Duty Address
MCC 1FZ
*Unit Name HQBN MARFORRES
Address | Lookup 4400 DAUPHINE STREET
*Country United States
*City NEW ORLEANS
*State/Province Louisiana
Zip Code 70146
*For Duty With DEACTIVATION
*First Gaining Command? Yes No
Travel and Per Diem Commuting Status Information
*Does the Marine live within the corporate city limits of this duty Yes No
HOME: Not Set
Depart on 2009/06/01
1. NEW ORLEANS, LA Edit
Travel by Personal Car(Not Adv) Edit
Start Date 2009/06/01
Duty Thru 2009/06/15
Per Diem NEW ORLEANS, LOUISIANA Edit
2. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2009/06/16
Duty Thru 2009/08/31
Per Diem CAMP LEJEUNE, USMCB, NORTH CAROLINA Edit
3. KUWAIT CITY, KUWAIT Edit
Travel by Govt Plane Edit
Start Date 2009/09/01
Duty Thru 2010/04/01
Per Diem KUWAIT CITY, KUWAIT Edit
4. CAMP LEJEUNE, NC Edit
Travel by Govt Plane Edit
Start Date 2010/04/02
Duty Thru 2010/04/30
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

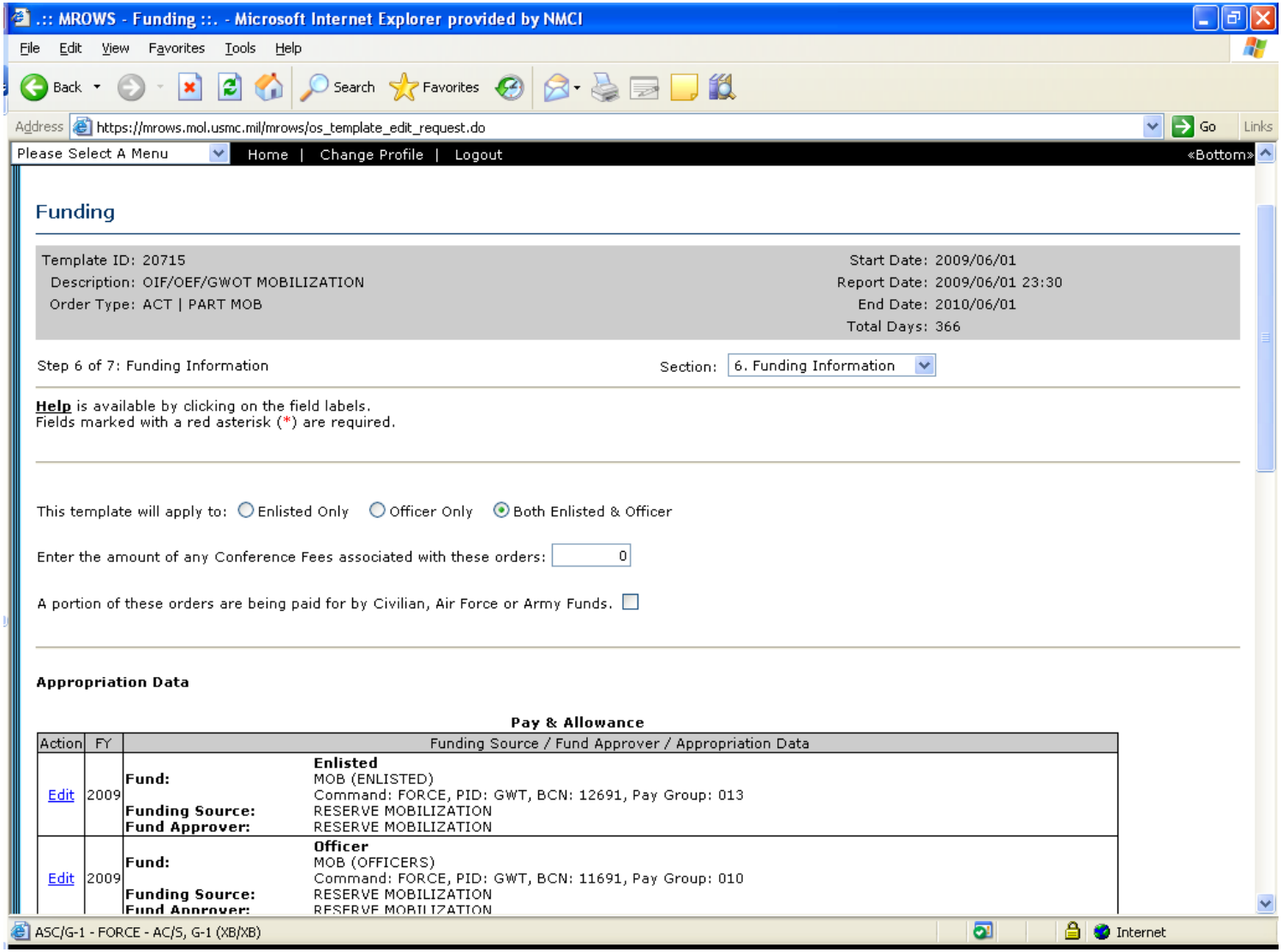
Return to HTC. Be sure to fill out Travel and Per Diem information at present location. Click Next After Return to HTC. Return should be filled in already


.:: MROWS - Tour ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Tour
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 4 of 7: Tour and Pay Entitlements
Section: 4. Tour
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
* Choose the appropriate Government Travel Charge Card (GTCC) justification:
| Lookup
MEMBER HAS A GOVERNMENT TRAVEL CHARGE CARD(GTCC)
Has in and around mileage been authorized? Yes No
Have mixed modes of travel been authorized? Yes No
Has official limited long distance phone calls home been authorized? Yes No
Has the Member been authorized to carry firearms? Yes No
Travel Information
* MIP Code: MFR1
(MIP Code is required only for travel requests that will be routed to MFR CTO/TMO)
Special Instructions for TMO/Directions for Rural Route:
Entitlements
Select any entitlements that are authorized for the Reservist for this period of duty
| Lookup
Previous Next Delete Save Save & Close Save & Verify Cancel Changes
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Click Lookup for GTCC justification and select from list. Click Next.

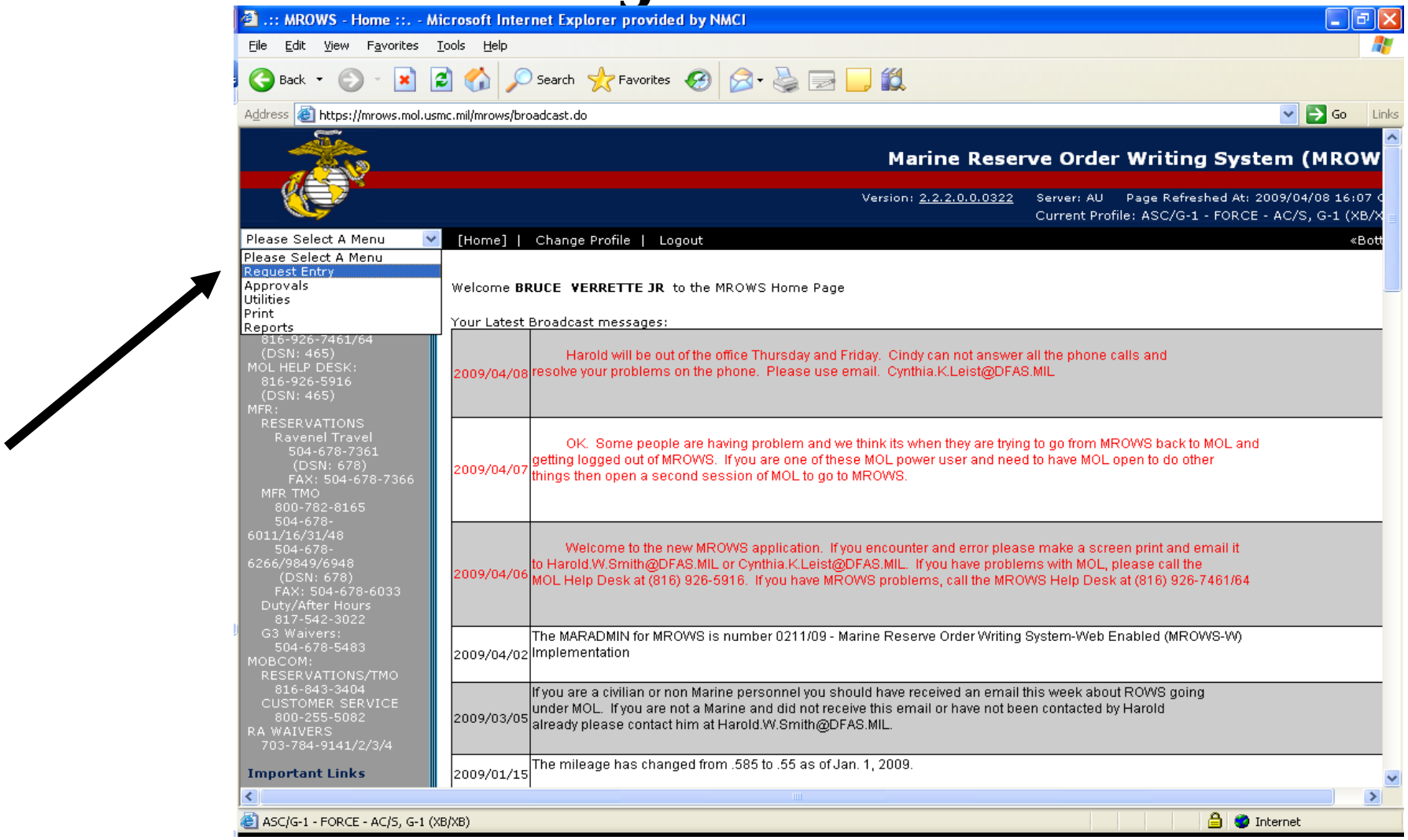

.:: MROWS - Paragraphs ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
12 MONTHS PRIOR TO DEPARTURE DATE.
Delete 1142 YOU ARE ENCOURAGED TO VERIFY YOUR DEPENDENTS PRE-ENROLLMENT IN DEERS. ACCESS THE DEERS WEBSITE AT THE FOLLOWING WEB ADDRESS HTTPS: //WWW.DMDC.OSD.MIL/SWGOWA/WEBGAURD.LOGIN?APPL=9012&RULE+2
Delete 1143 YOU ARE DIRECTED TO PROVIDE A COPY OF THESE ORDERS TO YOUR DEPENDENTS, IF APPLICABLE, FOR THEIR USE DURING YOUR PERIOD OF ACTIVATION.
Delete 1144 THESE ORDERS ARE TAD EXCESS.
Delete 1146 ACCRUED ANNUAL LEAVE IS HIGHLY ENCOURAGED TO BE TAKEN DURING THESE ORDERS. IT IS IMPERATIVE THAT COMMANDERS ENSURE ACCURATE ADMINISTRATIVE ACTION IS ACCOMPLISHED BY THE END OF THESE ORDERS AND TIMELY UNIT DIARY ACTION IS TAKEN UPON COMPLETION OF THESE ORDERS.
Delete 1132 MOVEMENT OF HHG AND DEPNS ARE NOT AUTH. NON-TEMP STORAGE OF HHG IS AUTH FOR THE PRD OF ACTIVATION FOR SINGLE MARINES.
Select Miscellaneous Paragraphs
Non-Standard Paragraphs
Action
Paragraph Text
Delete
THE PERIOD OF THIS ACTIVATION SPECIFIED AS YOUR MOBILIZATION EMPLOYMENT PERIOD IS FROM _____ TO _____ (12 MONTHS). ADDITIONAL TIME SERVED UNDER THESE ORDERS FOR INDIVIDUAL SKILLS TRAINING, POST DEPLOYMENT LEAVE, AND/OR ANY ACCUMULATED POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA) HAS BEEN APPROVED BY THE SECRETARY CONCERNED.
Save
Previous Next Delete Save Save & Close Save & Verify Cancel Changes
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Scroll to the bottom of the Paragraphs Screen and add your non-standard paragraphs. Click Next.


.:: MROWS - Funding ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_template_edit_request.do
Go Links
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Funding
Template ID: 20715
Description: OIF/OEF/GWOT MOBILIZATION
Order Type: ACT | PART MOB
Start Date: 2009/06/01
Report Date: 2009/06/01 23:30
End Date: 2010/06/01
Total Days: 366
Step 6 of 7: Funding Information
Section: 6. Funding Information
Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.
This template will apply to: Enlisted Only Officer Only Both Enlisted & Officer
Enter the amount of any Conference Fees associated with these orders: 0
A portion of these orders are being paid for by Civilian, Air Force or Army Funds.
Appropriation Data
Pay & Allowance
Action FY Funding Source / Fund Approver / Appropriation Data
Edit 2009 Enlisted
Fund: MOB (ENLISTED)
Command: FORCE, PID: GWT, BCN: 12691, Pay Group: 013
Funding Source: RESERVE MOBILIZATION
Fund Approver: RESERVE MOBILIZATION
Edit 2009 Officer
Fund: MOB (OFFICERS)
Command: FORCE, PID: GWT, BCN: 11691, Pay Group: 010
Funding Source: RESERVE MOBILIZATION
Fund Approver: RESERVE MOBILIZATION
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Click Edit under Pay & Allowance for each of Officer and Enlisted to cite the appropriate funds/fund approver.

Creating the Selection List


.:: MROWS - Home ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/broadcast.do
Go Links
Marine Reserve Order Writing System (MROW
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:07
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/X
Please Select A Menu
[Home] | Change Profile | Logout
Please Select A Menu
Request Entry
Approvals
Utilities
Print
Reports
816-926-7461/64
(DSN: 465)
MOL HELP DESK:
816-926-5916
(DSN: 465)
MFR:
RESERVATIONS
Ravenel Travel
504-678-7361
(DSN: 678)
FAX: 504-678-7366
MFR TMO
800-782-8165
504-678-
6011/16/31/48
504-678-
6266/9849/6948
(DSN: 678)
FAX: 504-678-6033
Duty/After Hours
817-542-3022
G3 Waivers:
504-678-5483
MOBCOM:
RESERVATIONS/TMO
816-843-3404
CUSTOMER SERVICE
800-255-5082
RA WAIVERS
703-784-9141/2/3/4
Important Links
Welcome BRUCE VERRETTE JR to the MROWS Home Page
Your Latest Broadcast messages:
2009/04/08 Harold will be out of the office Thursday and Friday. Cindy can not answer all the phone calls and resolve your problems on the phone. Please use email. Cynthia.K.Leist@DFAS.MIL
2009/04/07 OK. Some people are having problem and we think its when they are trying to go from MROWS back to MOL and getting logged out of MROWS. If you are one of these MOL power user and need to have MOL open to do other things then open a second session of MOL to go to MROWS.
2009/04/06 Welcome to the new MROWS application. If you encounter and error please make a screen print and email it to Harold.W.Smith@DFAS.MIL or Cynthia.K.Leist@DFAS.MIL. If you have problems with MOL, please call the MOL Help Desk at (816) 926-5916. If you have MROWS problems, call the MROWS Help Desk at (816) 926-7461/64
2009/04/02 The MARADMIN for MROWS is number 0211/09 - Marine Reserve Order Writing System-Web Enabled (MROWS-W) Implementation
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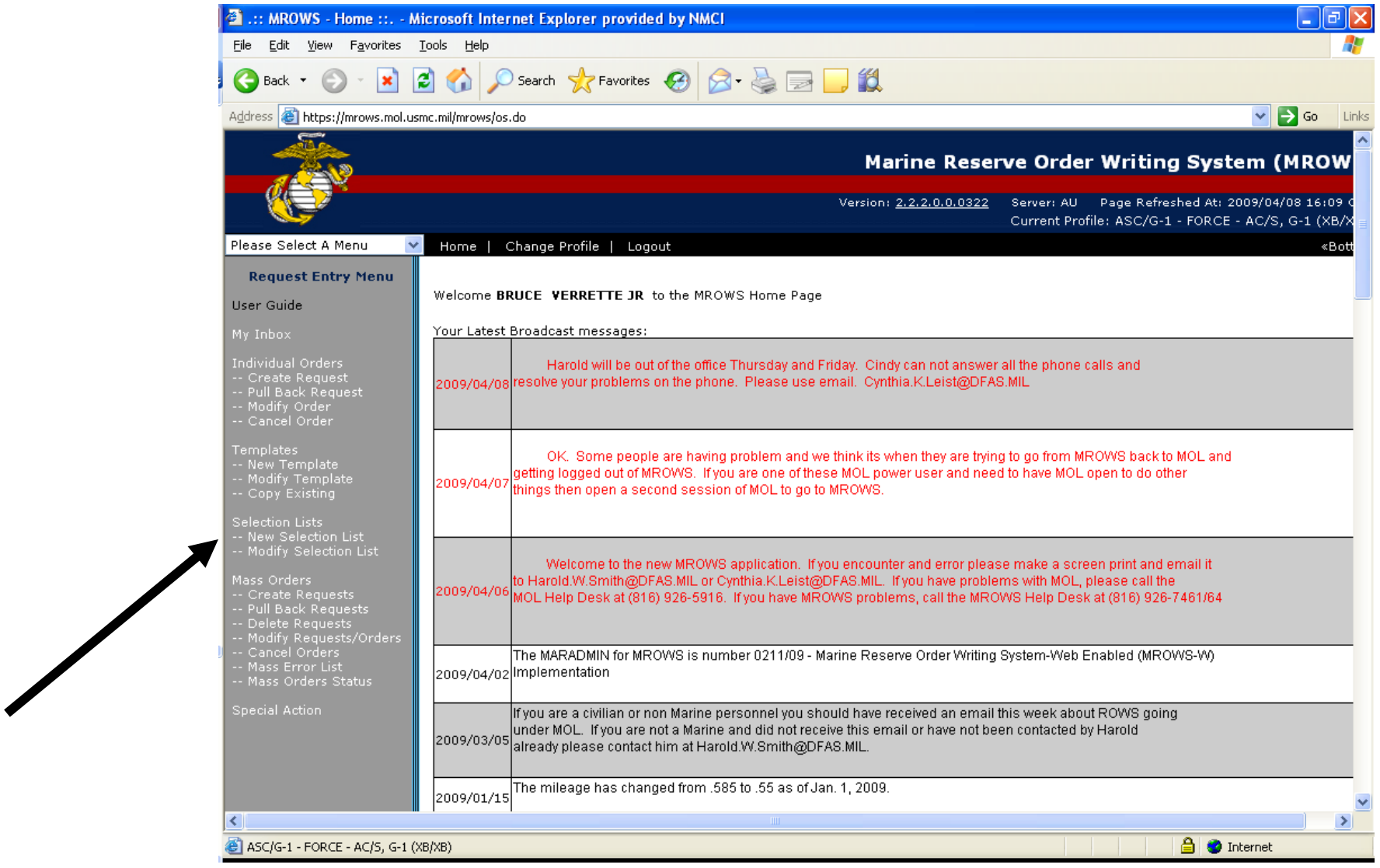
2009/01/15 The mileage has changed from .585 to .55 as of Jan. 1, 2009.
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Click dropdown arrow > Request Entry


.:: MROWS - Home ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os.do
Go Links
Marine Reserve Order Writing System (MROW
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:09
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/X
Please Select A Menu
Home | Change Profile | Logout
Request Entry Menu
User Guide
My Inbox
Individual Orders
-- Create Request
-- Pull Back Request
-- Modify Order
-- Cancel Order
Templates
-- New Template
-- Modify Template
-- Copy Existing
Selection Lists
-- New Selection List
-- Modify Selection List
Mass Orders
-- Create Requests
-- Pull Back Requests
-- Delete Requests
-- Modify Requests/Orders
-- Cancel Orders
-- Mass Error List
-- Mass Orders Status
Special Action
Welcome BRUCE VERRETTE JR to the MROWS Home Page
Your Latest Broadcast messages:
2009/04/08 Harold will be out of the office Thursday and Friday. Cindy can not answer all the phone calls and resolve your problems on the phone. Please use email. Cynthia.K.Leist@DFAS.MIL
2009/04/07 OK. Some people are having problem and we think its when they are trying to go from MROWS back to MOL and getting logged out of MROWS. If you are one of these MOL power user and need to have MOL open to do other things then open a second session of MOL to go to MROWS.
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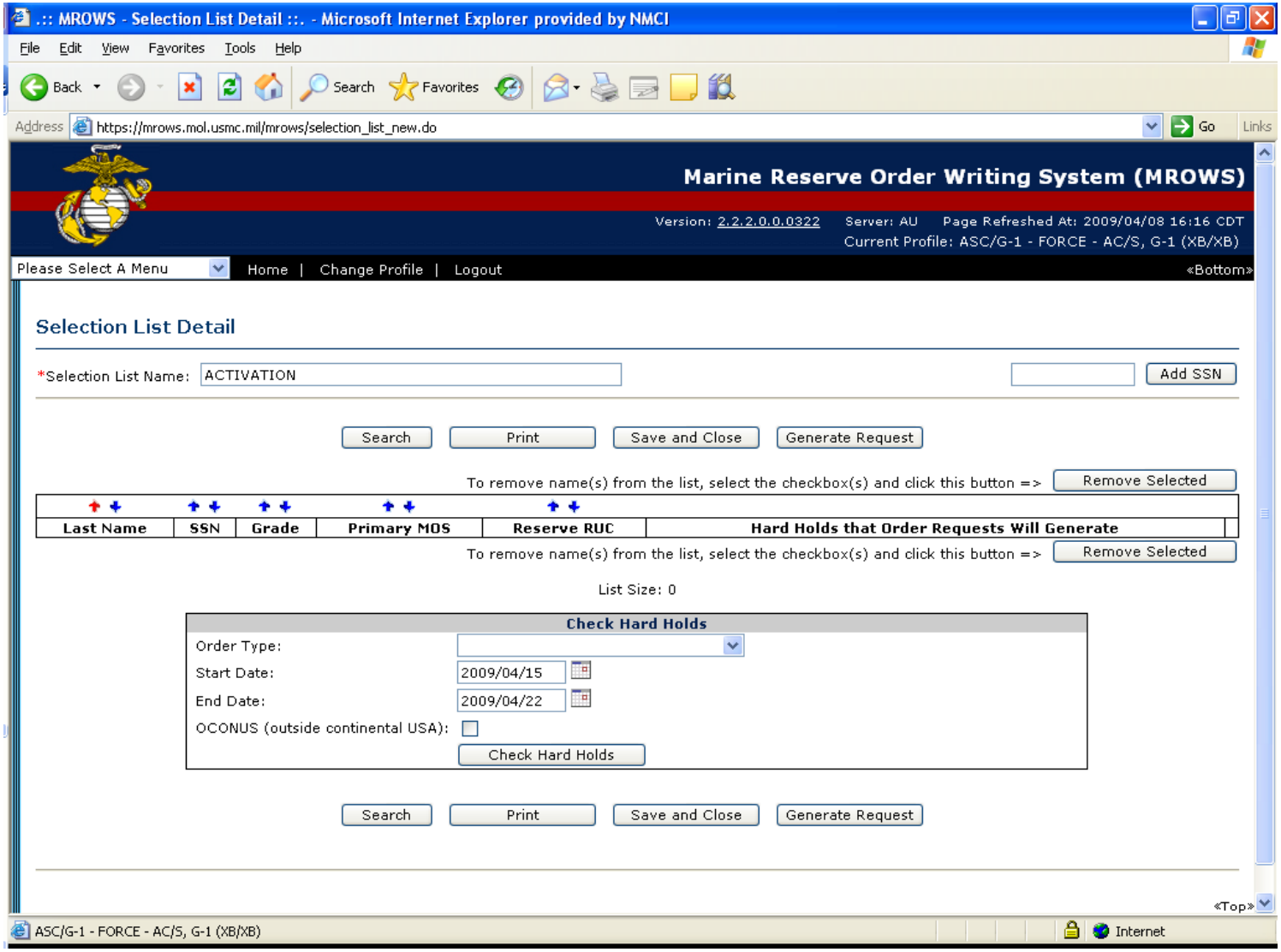
2009/01/15 The mileage has changed from .585 to .55 as of Jan. 1, 2009.
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

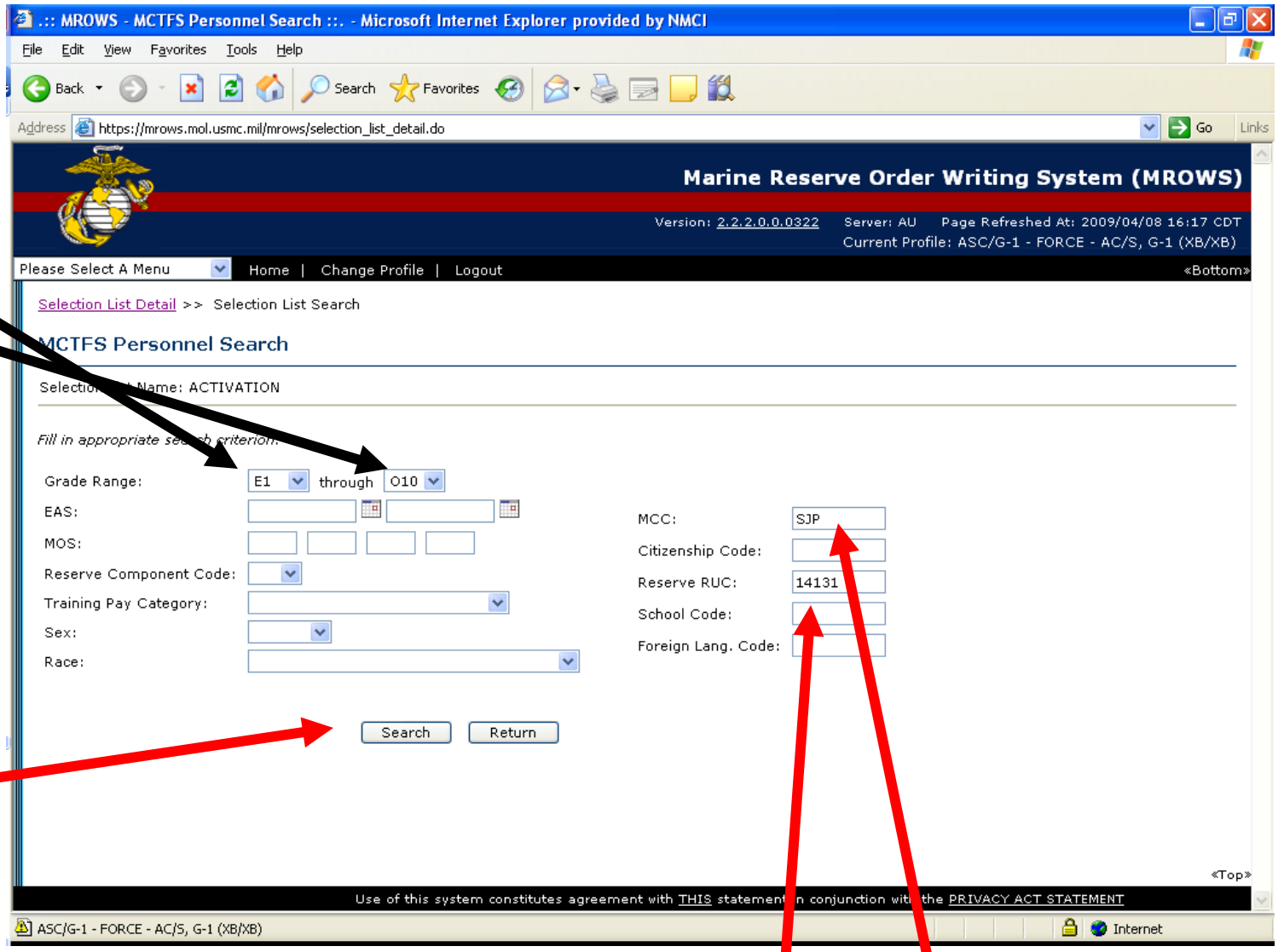
Click New Selection List


.:: MROWS - Selection List Detail ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/selection_list_new.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:16 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu Home | Change Profile | Logout «Bottom»
Selection List Detail
*Selection List Name: ACTIVATION
Add SSN
Search Print Save and Close Generate Request
To remove name(s) from the list, select the checkbox(s) and click this button => Remove Selected
Last Name SSN Grade Primary MOS Reserve RUC Hard Holds that Order Requests Will Generate
To remove name(s) from the list, select the checkbox(s) and click this button => Remove Selected
List Size: 0
Check Hard Holds
Order Type:
Start Date: 2009/04/15
End Date: 2009/04/22
OCONUS (outside continental USA):
Check Hard Holds
Search Print Save and Close Generate Request
«Top»
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Name Your List and click Search

Low Rank

High Rank


.:: MROWS - MCTFS Personnel Search ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/selection_list_detail.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:17 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu Home | Change Profile | Logout «Bottom»
Selection List Detail >> Selection List Search
MCTFS Personnel Search
Selection List Name: ACTIVATION
Fill in appropriate search criterion:
Grade Range: E1 through O10
EAS:
MOS:
Reserve Component Code:
Training Pay Category:
Sex:
Race:
MCC: SJP
Citizenship Code:
Reserve RUC: 14131
School Code:
Foreign Lang. Code:
Search Return
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

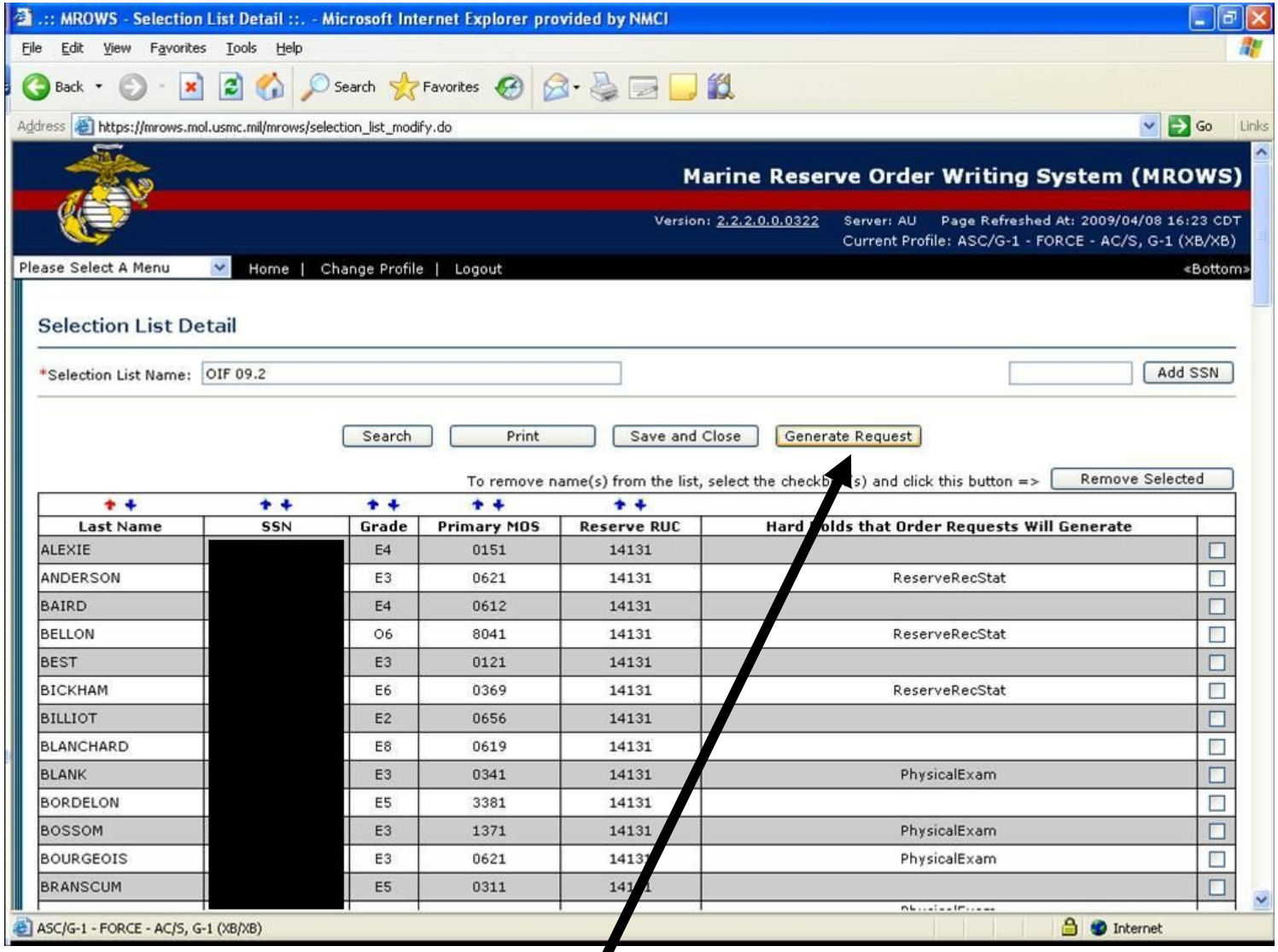
Search Button

For Full Unit Activation - Insert Search Criteria (RUC & MCC)
Click Search Button

SEARCH RESULTS DISPLAYED

Notes:

HARD HOLD reasons are displayed

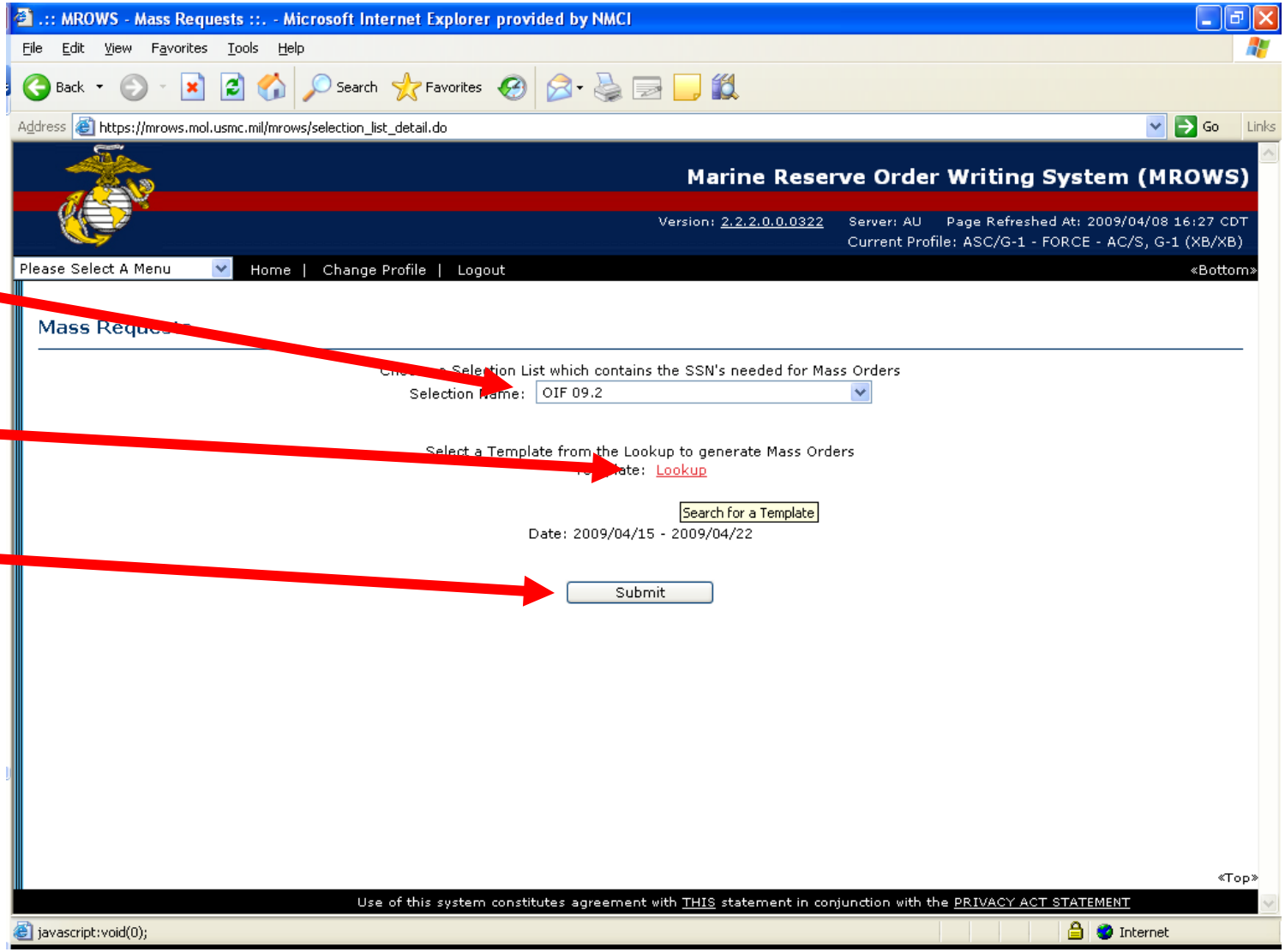

.:: MROWS - Selection List Detail ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/selection_list_modify.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:23 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu Home | Change Profile | Logout «Bottom»
Selection List Detail
*Selection List Name: OIF 09.2
Add SSN
Search Print Save and Close Generate Request
To remove name(s) from the list, select the checkbox(es) and click this button => Remove Selected
Last Name | SSN | Grade | Primary MOS | Reserve RUC | Hard Holds that Order Requests Will Generate
ALEXIE [redacted] E4 0151 14131
ANDERSON E3 0621 14131 ReserveRecStat
BAIRD E4 0612 14131
BELLON O6 8041 14131 ReserveRecStat
BEST E3 0121 14131
BICKHAM E6 0369 14131 ReserveRecStat
BILLIOT E2 0656 14131
BLANCHARD E8 0619 14131
BLANK E3 0341 14131 PhysicalExam
BORDELON E5 3381 14131
BOSSOM E3 1371 14131 PhysicalExam
BOURGEOIS E3 0621 14131 PhysicalExam
BRANSCUM E5 0311 14131
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

With list created, Click Generate Request

Selection List

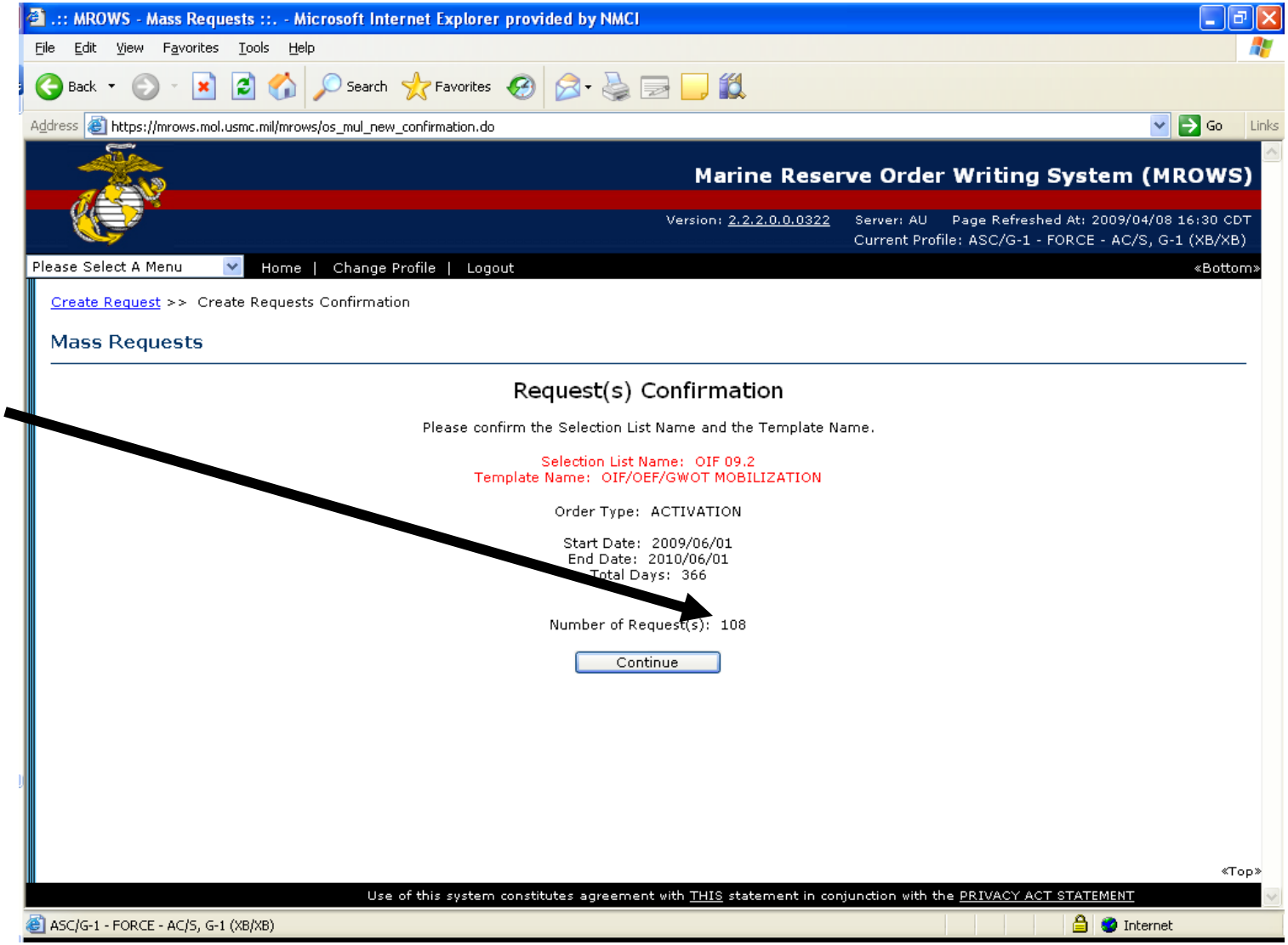
Template

Execute


.:: MROWS - Mass Requests ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/selection_list_detail.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:27 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Mass Request
Selection List which contains the SSN's needed for Mass Orders
Selection Name: OIF 09.2
Select a Template from the Lookup to generate Mass Orders
Template: Lookup
Search for a Template
Date: 2009/04/15 - 2009/04/22
Submit
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
javascript:void(0);
Internet

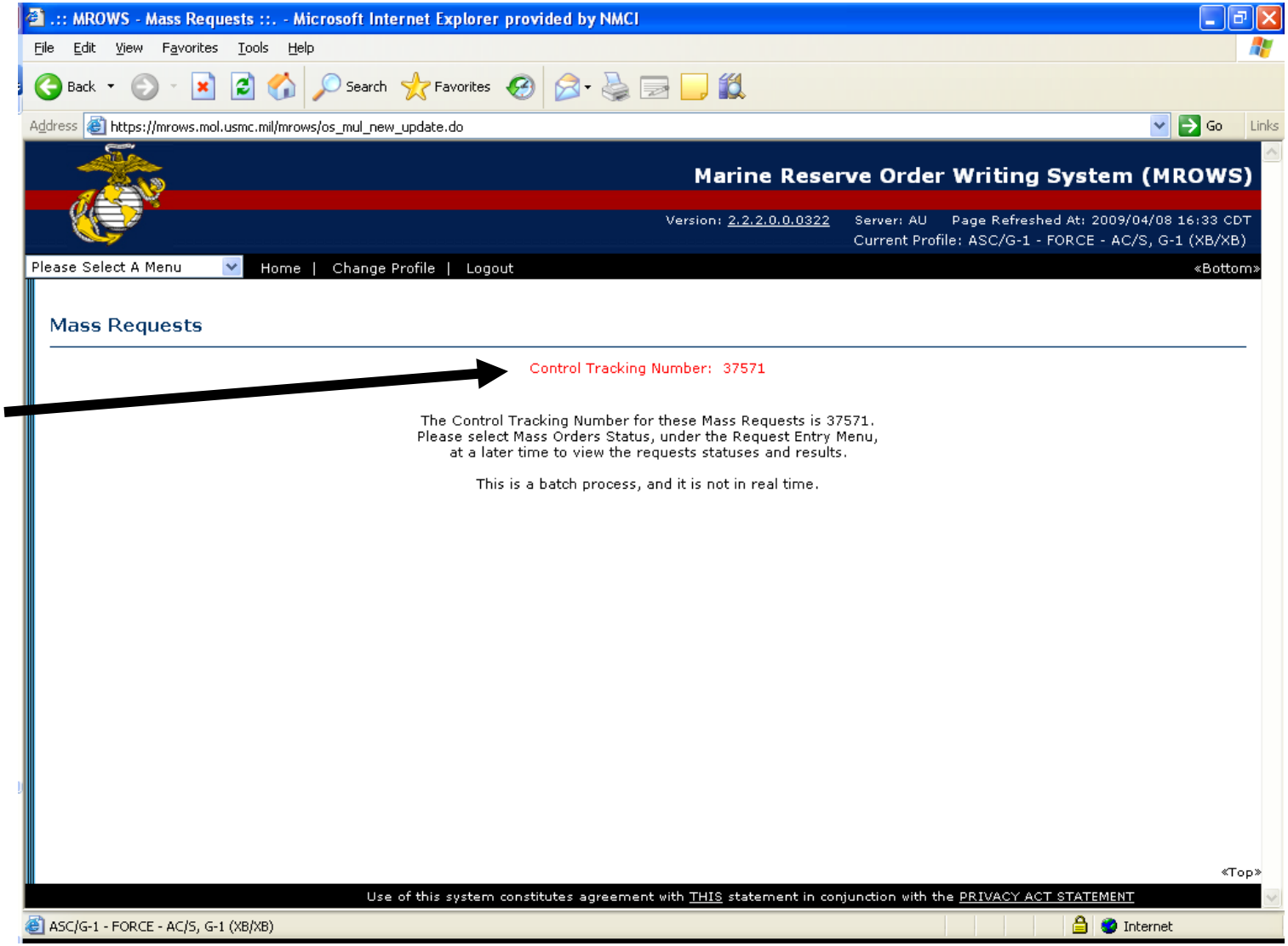
Click Lookup and then click the Template ID you created in the window that pops up. Click Submit.

Look at Number of Request(s) to see if numbers match what should be Mobilizing.

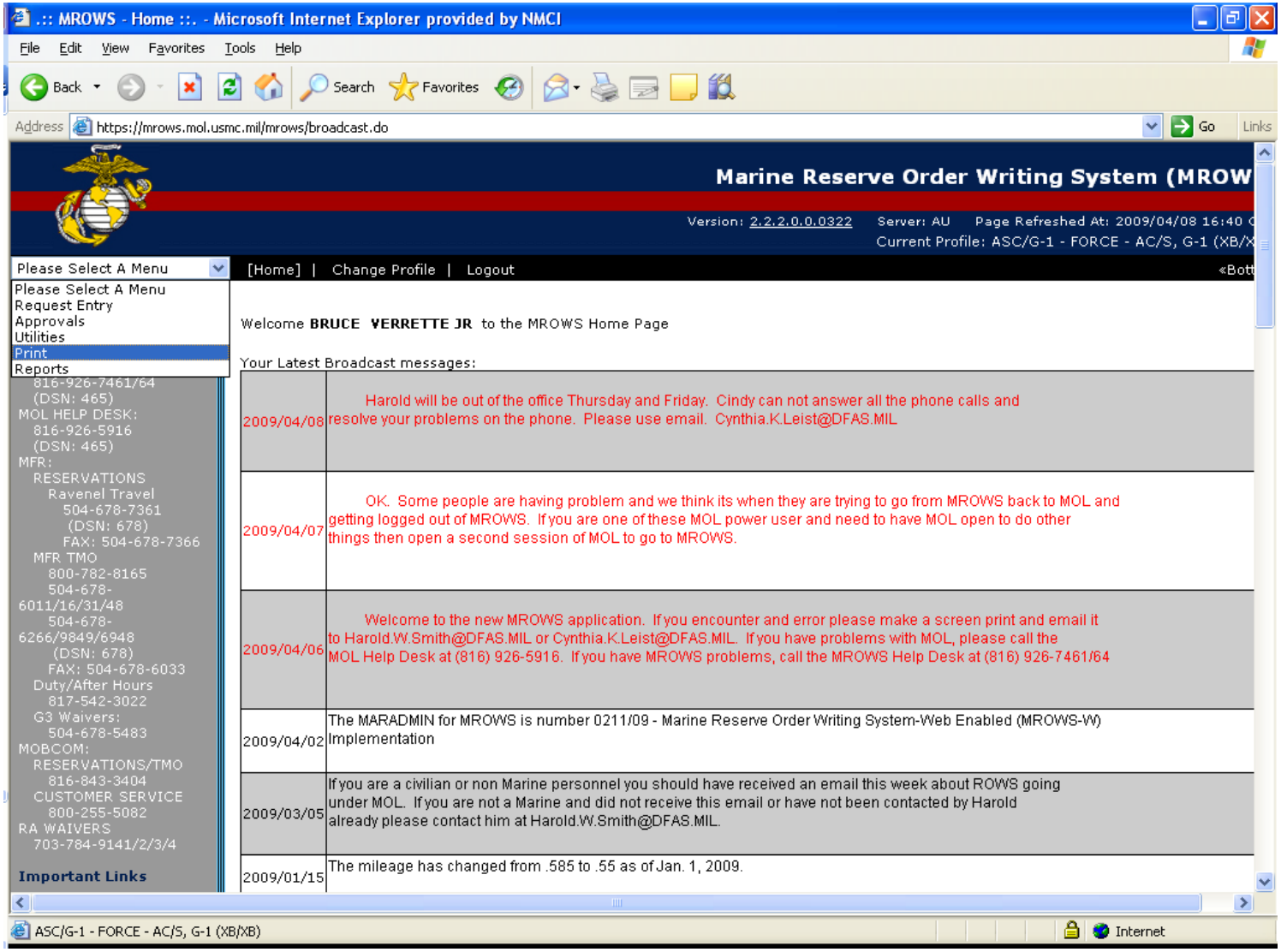

.:: MROWS - Mass Requests ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_mul_new_confirmation.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:30 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu Home | Change Profile | Logout «Bottom»
Create Request >> Create Requests Confirmation
Mass Requests
Request(s) Confirmation
Please confirm the Selection List Name and the Template Name.
Selection List Name: OIF 09.2
Template Name: OIF/OEF/GWOT MOBILIZATION
Order Type: ACTIVATION
Start Date: 2009/06/01
End Date: 2010/06/01
Total Days: 366
Number of Request(s): 108
Continue
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Request(s) Confirmation Screen.

Be sure to note the Control Tracking Number as you will have to go back and check this later.


.:: MROWS - Mass Requests ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/os_mul_new_update.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:33 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu
Home | Change Profile | Logout
«Bottom»
Mass Requests
Control Tracking Number: 37571
The Control Tracking Number for these Mass Requests is 37571.
Please select Mass Orders Status, under the Request Entry Menu,
at a later time to view the requests statuses and results.
This is a batch process, and it is not in real time.
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Processing Screen. (this will take a while depending on the number on your list and number of users.)


.:: MROWS - Home ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/broadcast.do
Go Links
Marine Reserve Order Writing System (MROW
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:40
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/X
Please Select A Menu
[Home] | Change Profile | Logout
Please Select A Menu
Request Entry
Approvals
Utilities
Print
Reports
816-926-7461/64
(DSN: 465)
MOL HELP DESK:
816-926-5916
(DSN: 465)
MFR:
RESERVATIONS
Ravenel Travel
504-678-7361
(DSN: 678)
FAX: 504-678-7366
MFR TMO
800-782-8165
504-678-
6011/16/31/48
504-678-
6266/9849/6948
(DSN: 678)
FAX: 504-678-6033
Duty/After Hours
817-542-3022
G3 Waivers:
504-678-5483
MOBCOM:
RESERVATIONS/TMO
816-843-3404
CUSTOMER SERVICE
800-255-5082
RA WAIVERS
703-784-9141/2/3/4
Important Links
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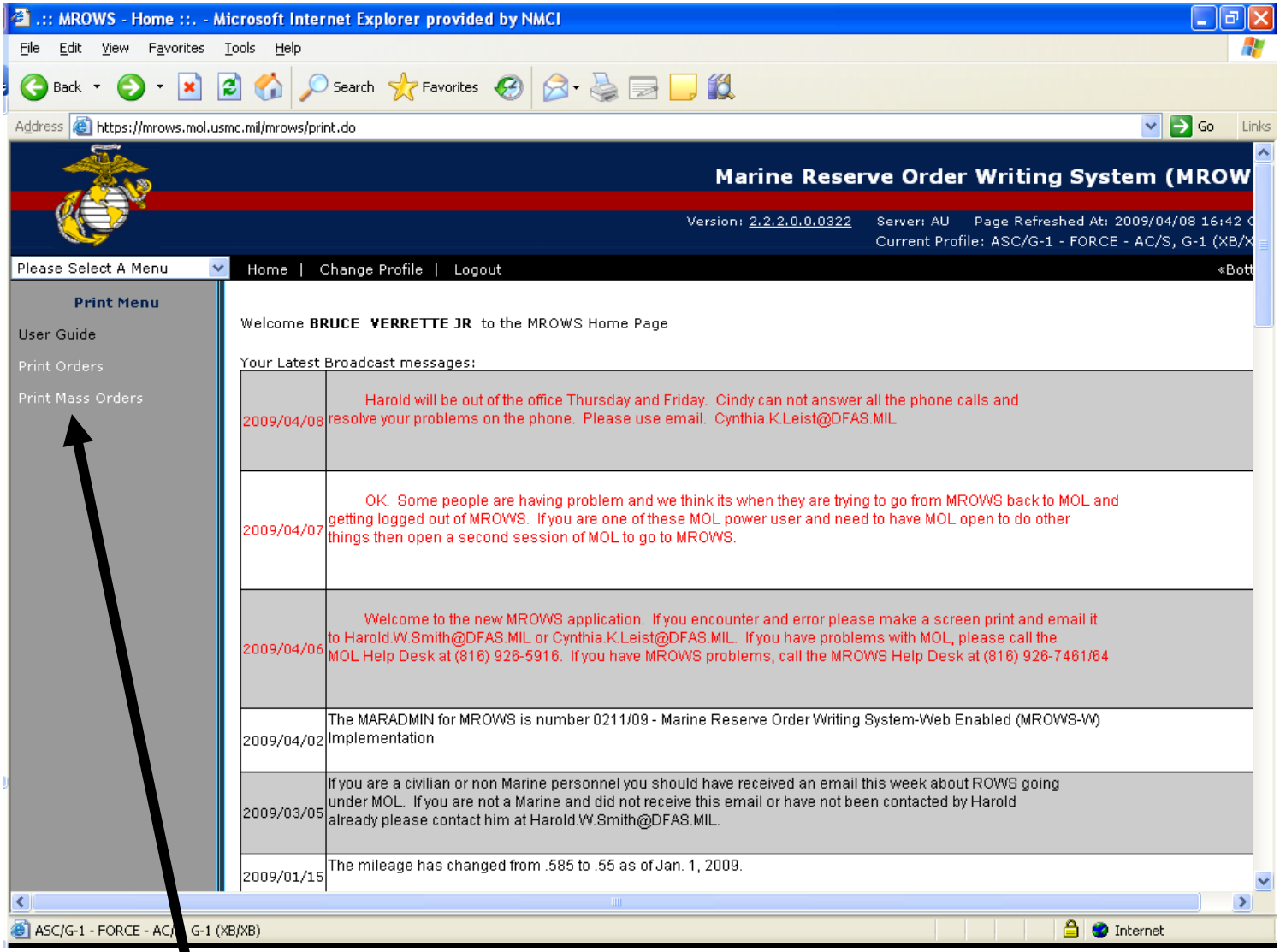
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Click Print from the MROWS drop-down arrow.


.:: MROWS - Home ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/print.do
Go Links
Marine Reserve Order Writing System (MROW
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:42
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/X
Please Select A Menu
Home | Change Profile | Logout
Print Menu
User Guide
Print Orders
Print Mass Orders
Welcome BRUCE VERRETTE JR to the MROWS Home Page
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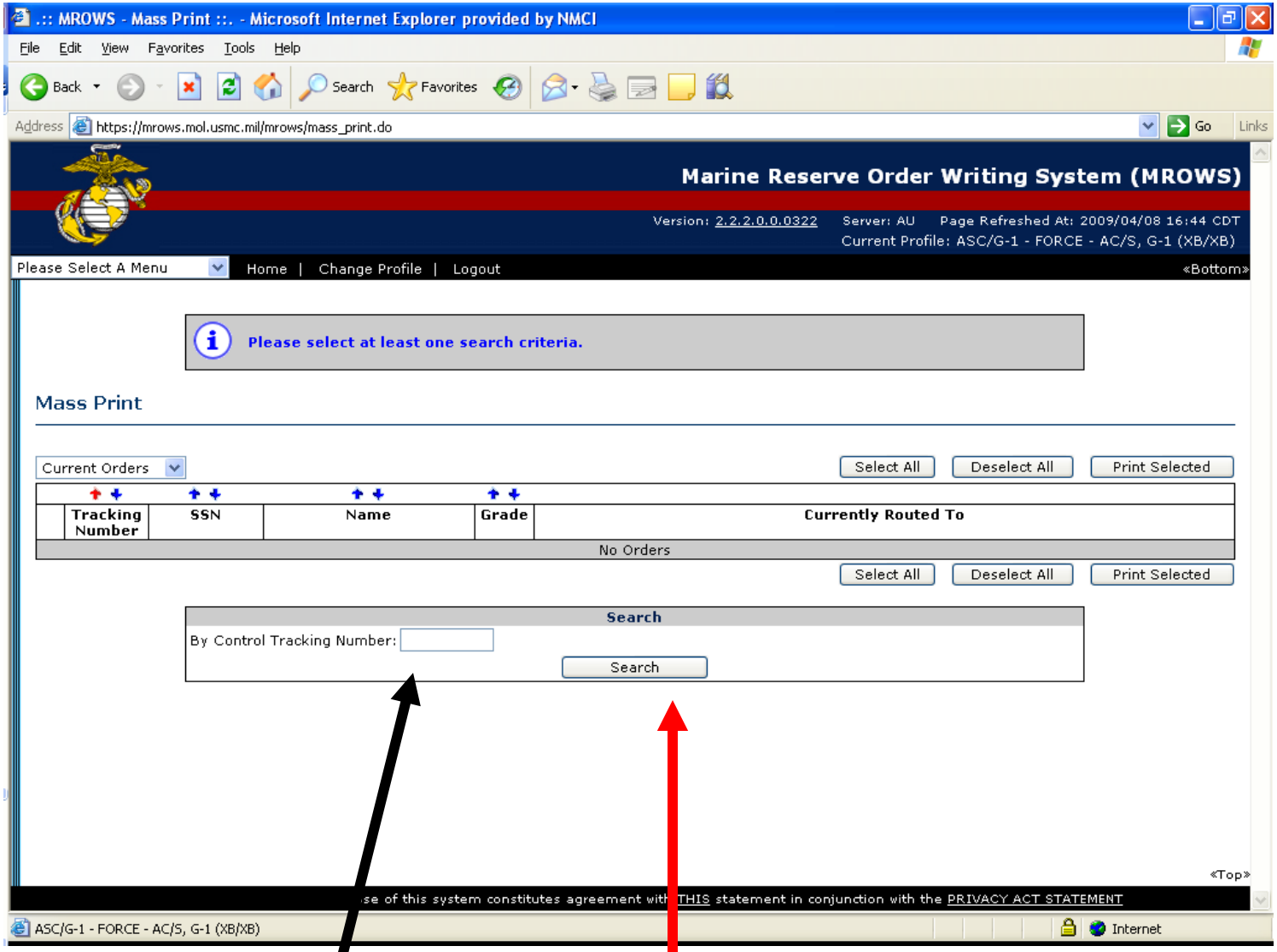
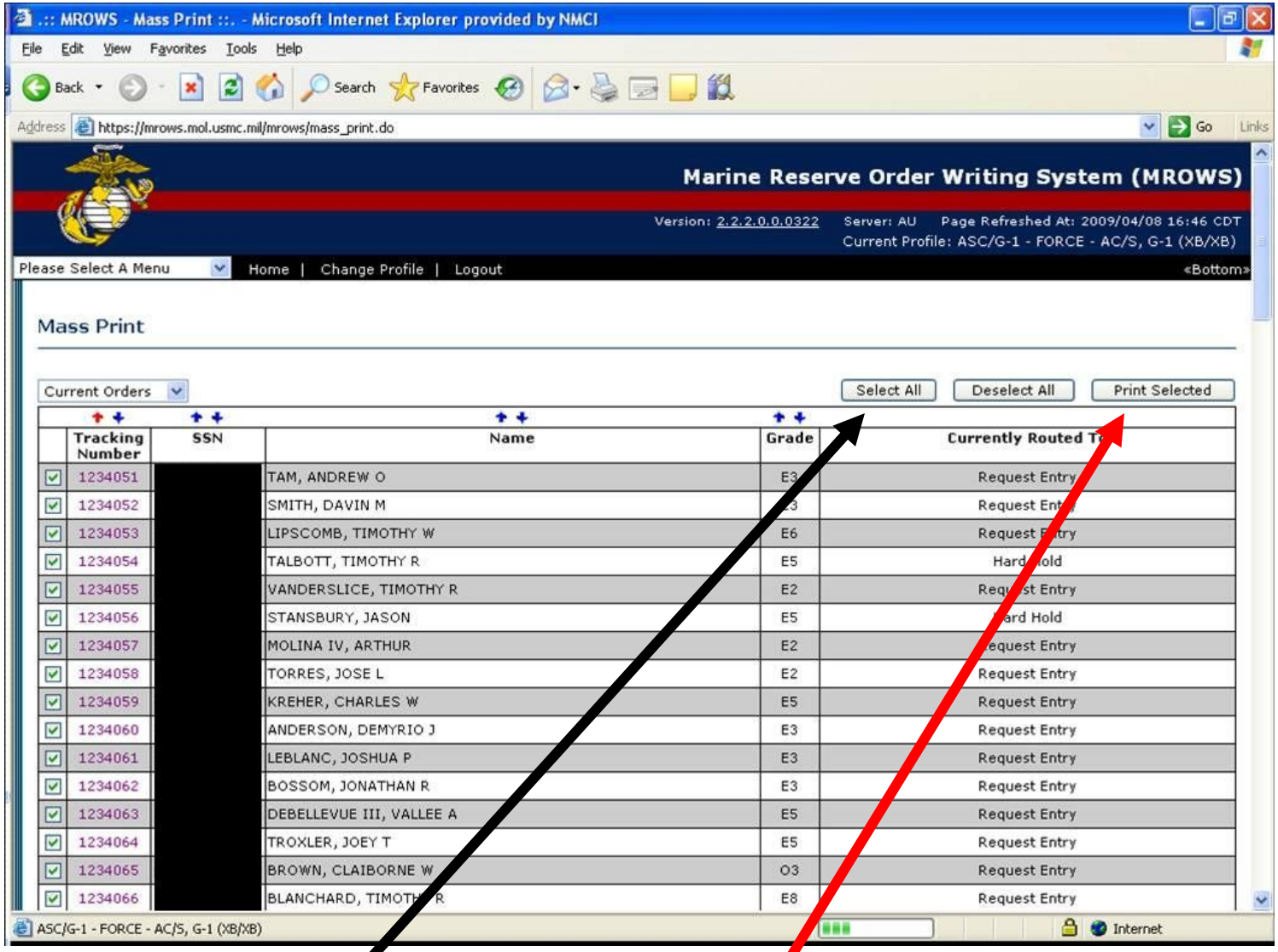
2009/01/15 The mileage has changed from .585 to .55 as of Jan. 1, 2009.
ASC/G-1 - FORCE - AC/ G-1 (XB/XB)
Internet

Click Print Mass Orders


.:: MROWS - Mass Print ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/mass_print.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:44 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu Home | Change Profile | Logout «Bottom»
Please select at least one search criteria.
Mass Print
Current Orders
Select All Deselect All Print Selected
Tracking Number
SSN
Name
Grade
Currently Routed To
No Orders
Select All Deselect All Print Selected
Search
By Control Tracking Number:
Search
«Top»
se of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Type the Control Tracking Number and click Search.


.:: MROWS - Mass Print ::. - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://mrows.mol.usmc.mil/mrows/mass_print.do
Go Links
Marine Reserve Order Writing System (MROWS)
Version: 2.2.2.0.0.0322 Server: AU Page Refreshed At: 2009/04/08 16:46 CDT
Current Profile: ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Please Select A Menu Home | Change Profile | Logout «Bottom»
Mass Print
Current Orders
Select All
Deselect All
Print Selected
Tracking Number
SSN
Name
Grade
Currently Routed To
1234051 TAM, ANDREW O E3 Request Entry
1234052 SMITH, DAVIN M E3 Request Entry
1234053 LIPSCOMB, TIMOTHY W E6 Request Entry
1234054 TALBOTT, TIMOTHY R E5 Hard Hold
1234055 VANDERSLICE, TIMOTHY R E2 Request Entry
1234056 STANSBURY, JASON E5 Hard Hold
1234057 MOLINA IV, ARTHUR E2 Request Entry
1234058 TORRES, JOSE L E2 Request Entry
1234059 KREHER, CHARLES W E5 Request Entry
1234060 ANDERSON, DEMYRIO J E3 Request Entry
1234061 LEBLANC, JOSHUA P E3 Request Entry
1234062 BOSSOM, JONATHAN R E3 Request Entry
1234063 DEBELLEVUE III, VALLEE A E5 Request Entry
1234064 TROXLER, JOEY T E5 Request Entry
1234065 BROWN, CLAIBORNE W O3 Request Entry
1234066 BLANCHARD, TIMOTHY R E8 Request Entry
ASC/G-1 - FORCE - AC/S, G-1 (XB/XB)
Internet

Click Select All and then click Print Selected in order to print all orders in the status they are currently in i.e. Draft or Original.

MROWS Follow-up

- Follow up and track all the orders through Authentication
- Print all orders and have Marine sign for them. Preferably 30 to 90 days prior to Activation
- Keep copies of signatures for orders for possible legal actions if the Marine fails to report

Active Marines & Sailors

DO NOT USE DTS !

SABRS ORDERS

SCREENSHOTS ARE AS FOLLOWS

Orders for Active Duty and Active Reserve

- **Orders for Active Duty Marines & Sailors are not generated in MROWS - need own budget line item (BLI) loaded in the Memorandum Fiscal Services (MFS) system**

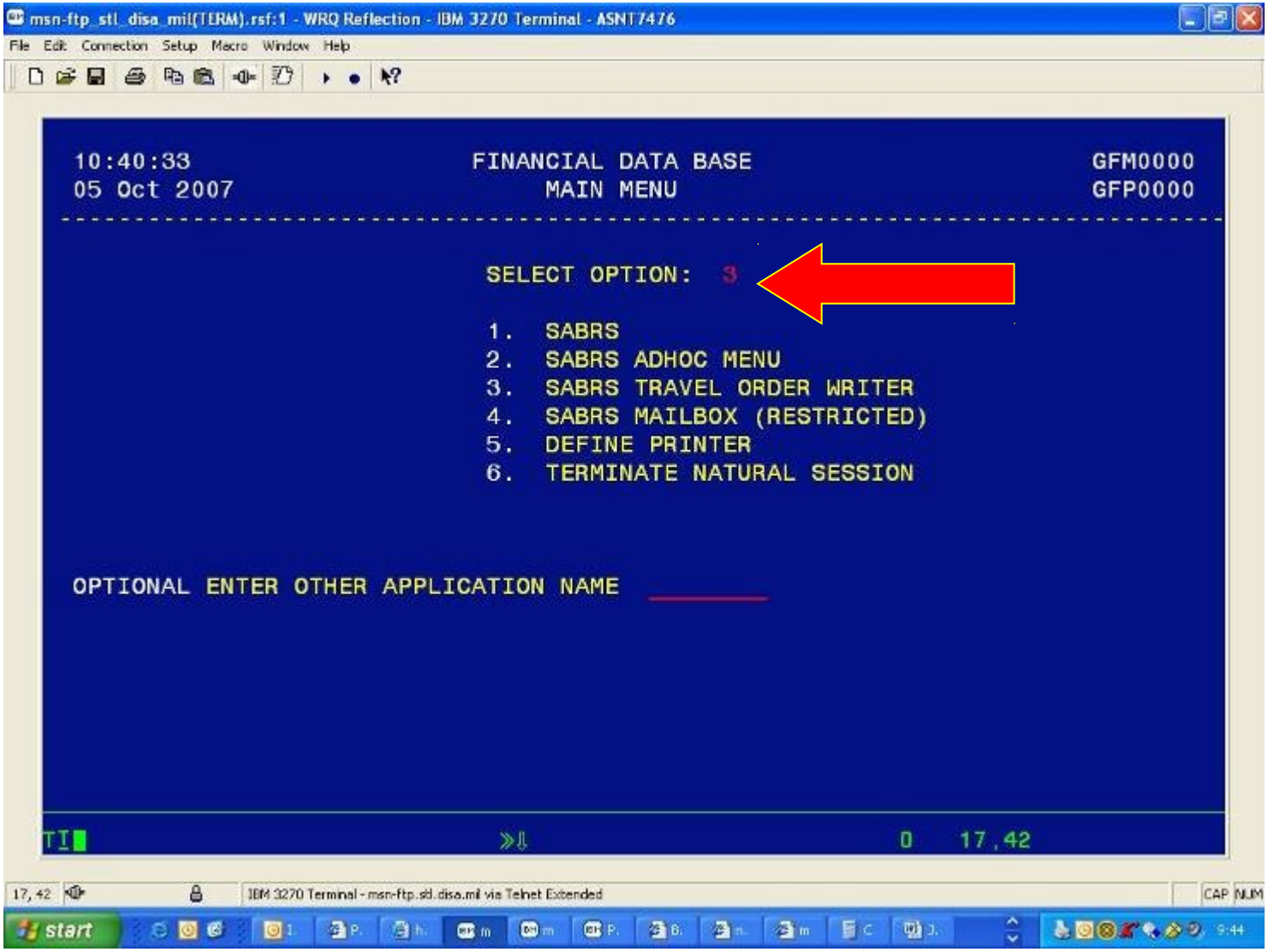
- ***** Ensure an 1106 BLI is submitted in MFS under the "1106 GWOT TAD" Major Area with the appropriate CAC and SIC**

Active Duty Mob Orders

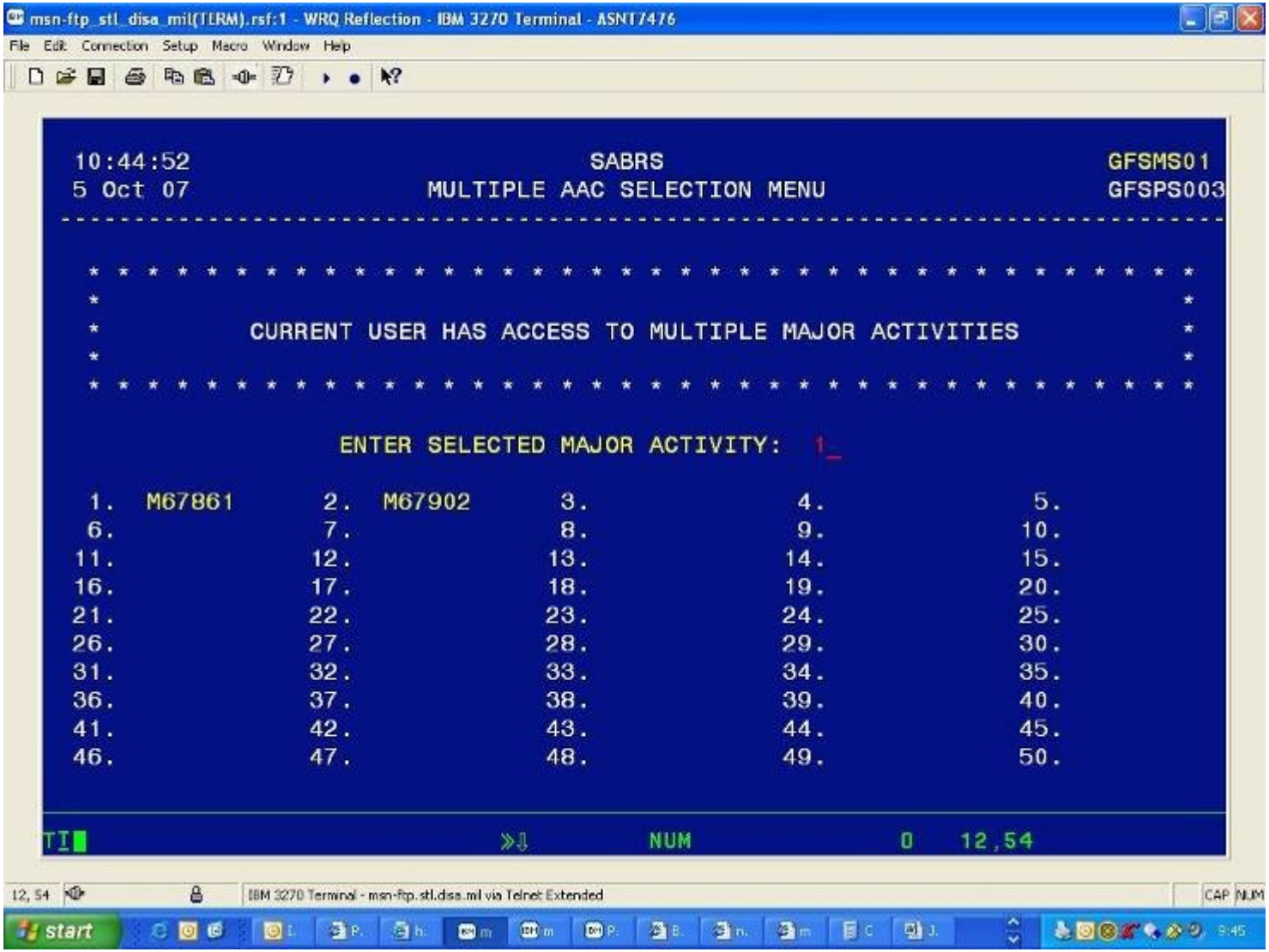
- **DO NOT PREPARE ORDERS IN DTS FOR ACDU/AR MARINES DEPLOYING WITH UNIT**
- **Must request and have SABRS access**
- **Work through MSC Fiscal to MFR Comptroller**

Active Duty Mob Orders

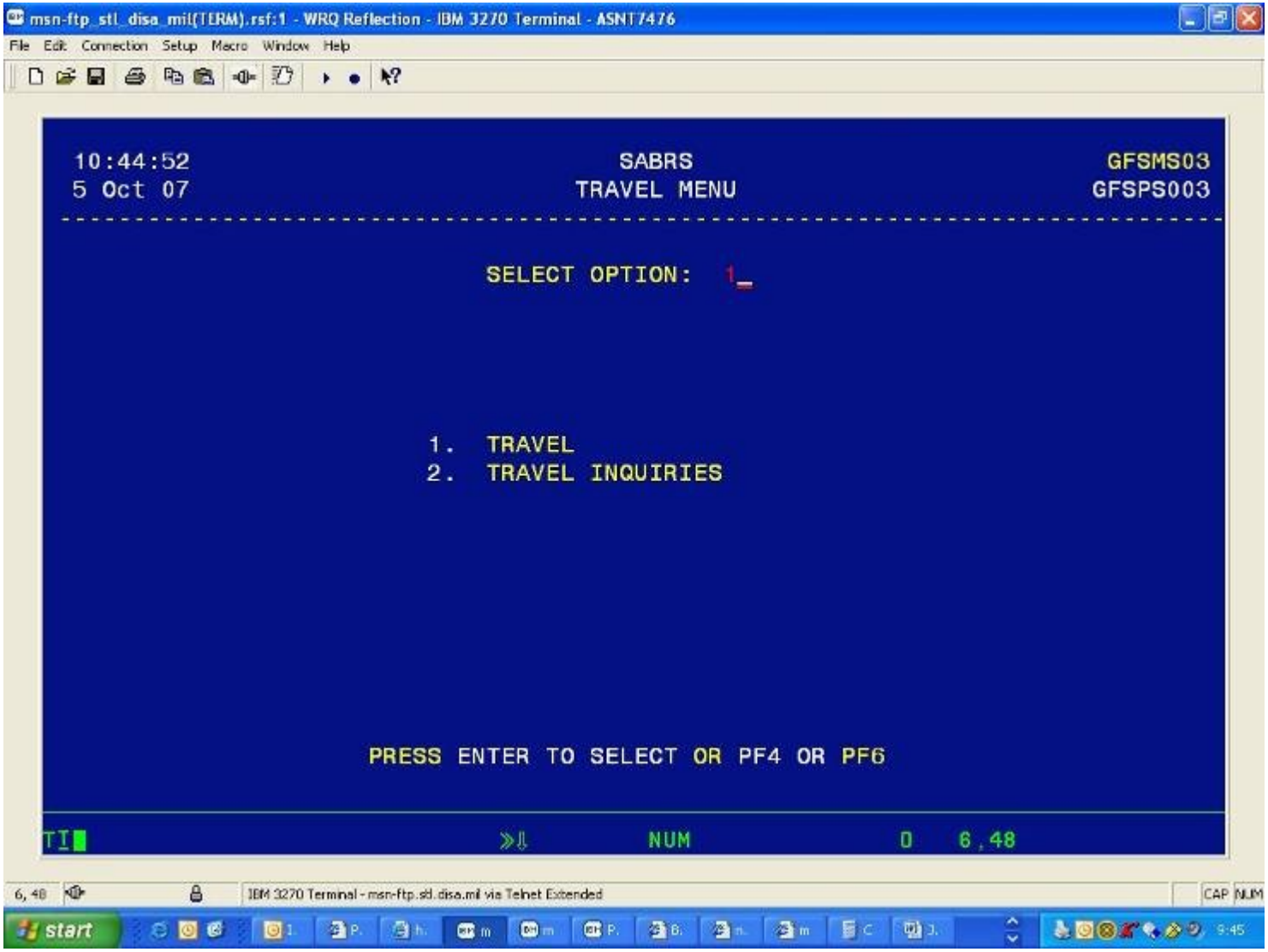
- **SABRS does not allow for issuance of orders exceeding 179 (Neither does DTS)**
- **Issue orders for 179 days during this FY crossing into next FY starting the date of movement from PDS. Immediately modify for entire period of duty via letter modification.**
- **Use unit FIP which cites GWT funding (CAC=DS31 and SIC=PF)**
- **Fiscal Section/Comptrollers must get next FY FIP loaded into SABRS for use. Work through your fiscal representatives to get the FY 13 loaded now.**



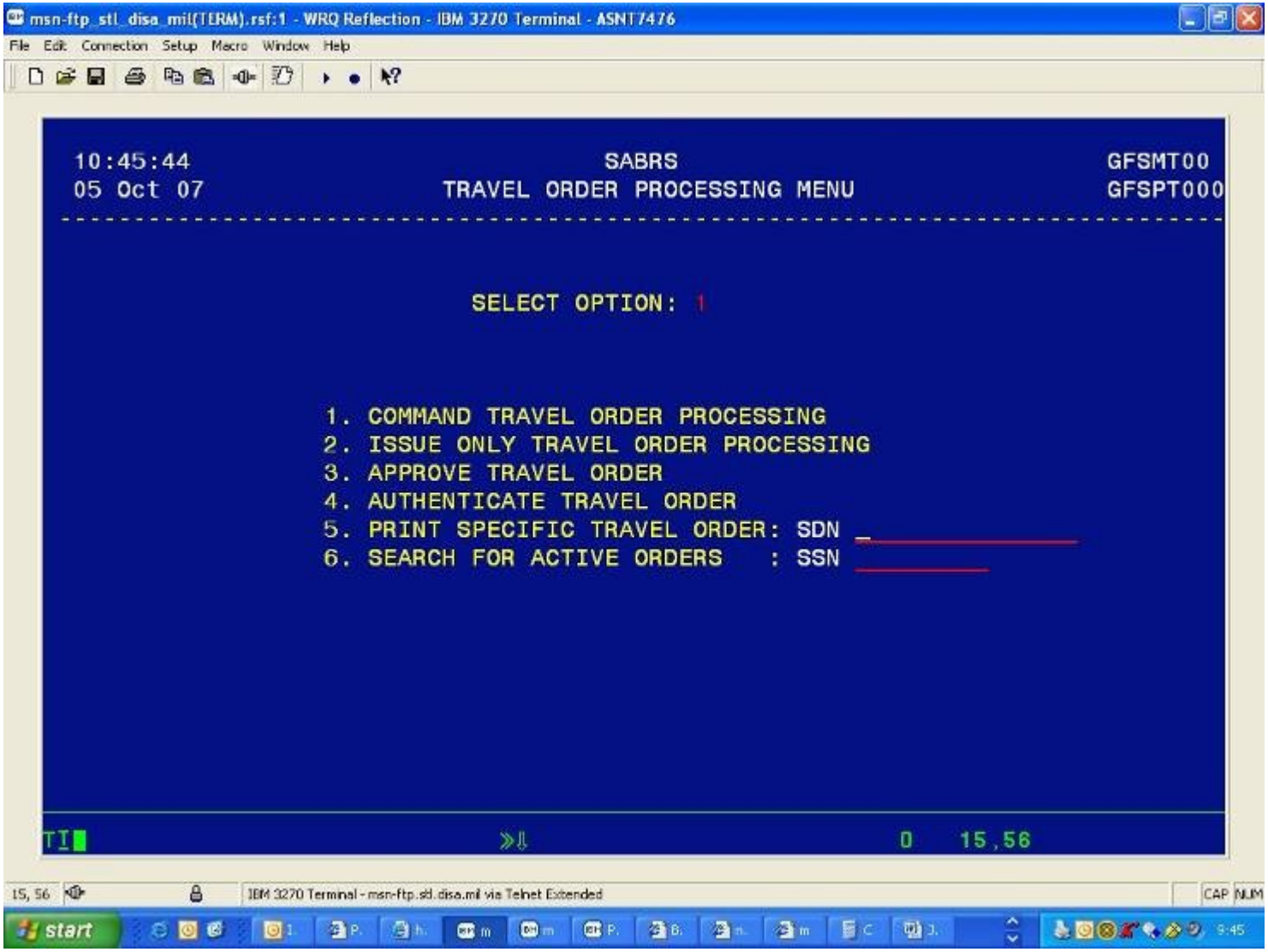
SELECT OPTION 3 (SABRS TRAVEL ORDER WRITER), THEN PRESS ENTER.


msn-ftp_stl_disa_mil(TERM).rsf:1 - WRQ Reflection - IBM 3270 Terminal - ASNT7476
File Edit Connection Setup Macro Window Help
10:44:52
5 Oct 07
SABRS
MULTIPLE AAC SELECTION MENU
GFSMS01
GFSPS003
CURRENT USER HAS ACCESS TO MULTIPLE MAJOR ACTIVITIES
ENTER SELECTED MAJOR ACTIVITY: 1
1. M67861 2. M67902 3. 4. 5.
6. 7. 8. 9. 10.
11. 12. 13. 14. 15.
16. 17. 18. 19. 20.
21. 22. 23. 24. 25.
26. 27. 28. 29. 30.
31. 32. 33. 34. 35.
36. 37. 38. 39. 40.
41. 42. 43. 44. 45.
46. 47. 48. 49. 50.
TI
NUM
0 12,54
12, 54
IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended
CAP NUM
start

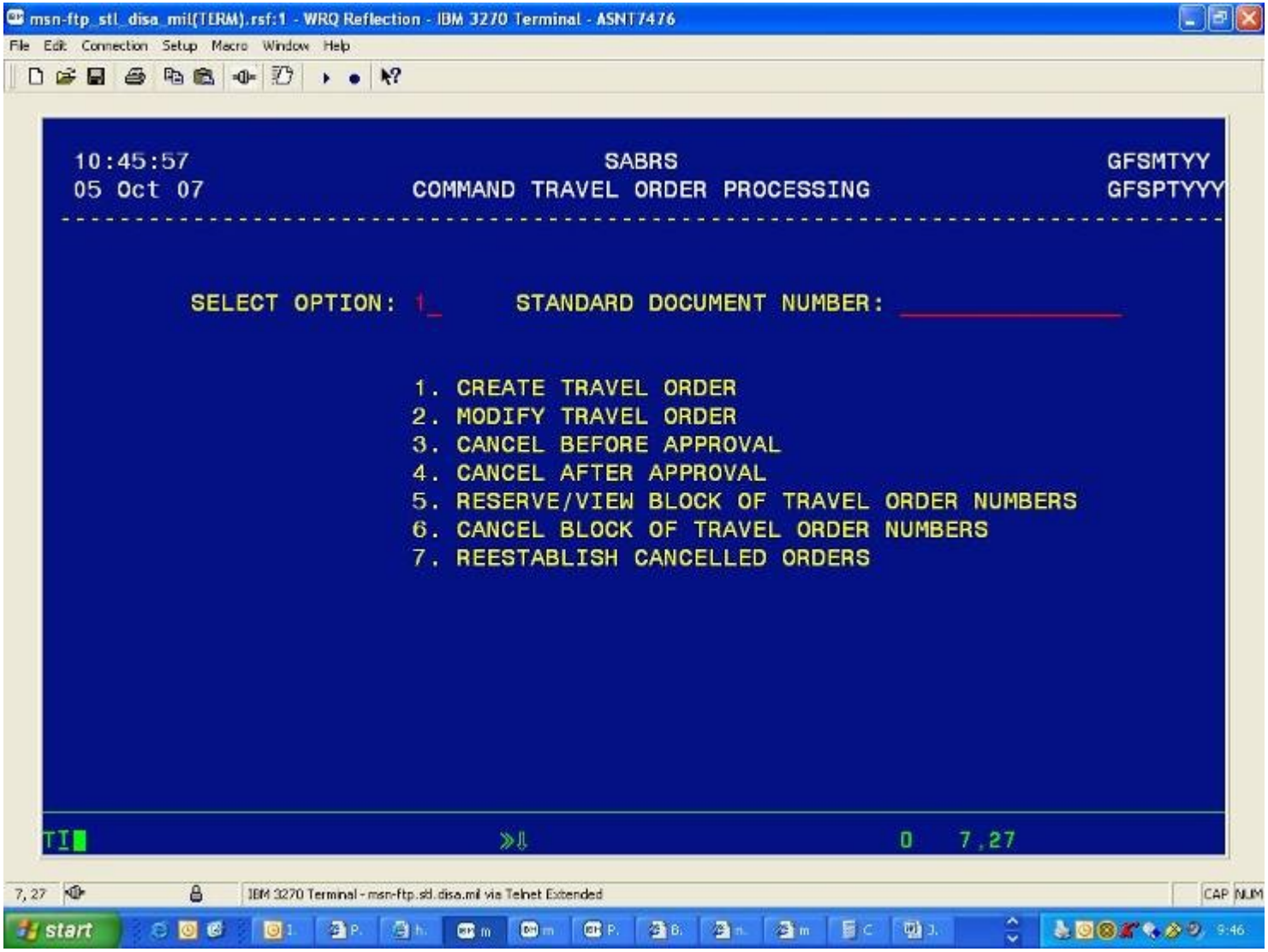
IF YOU HAVE MULTIPLE COMMAND ACCESS, SELECT FUNDING, THEN PRESS ENTER.



SELECT TRAVEL, THEN PRESS ENTER.



SELECT COMMAND TRAVEL ORDER PROCESSING, THEN PRESS ENTER.



SELECT CREATE TRAVEL ORDER, THEN PRESS ENTER.

Starting Date:

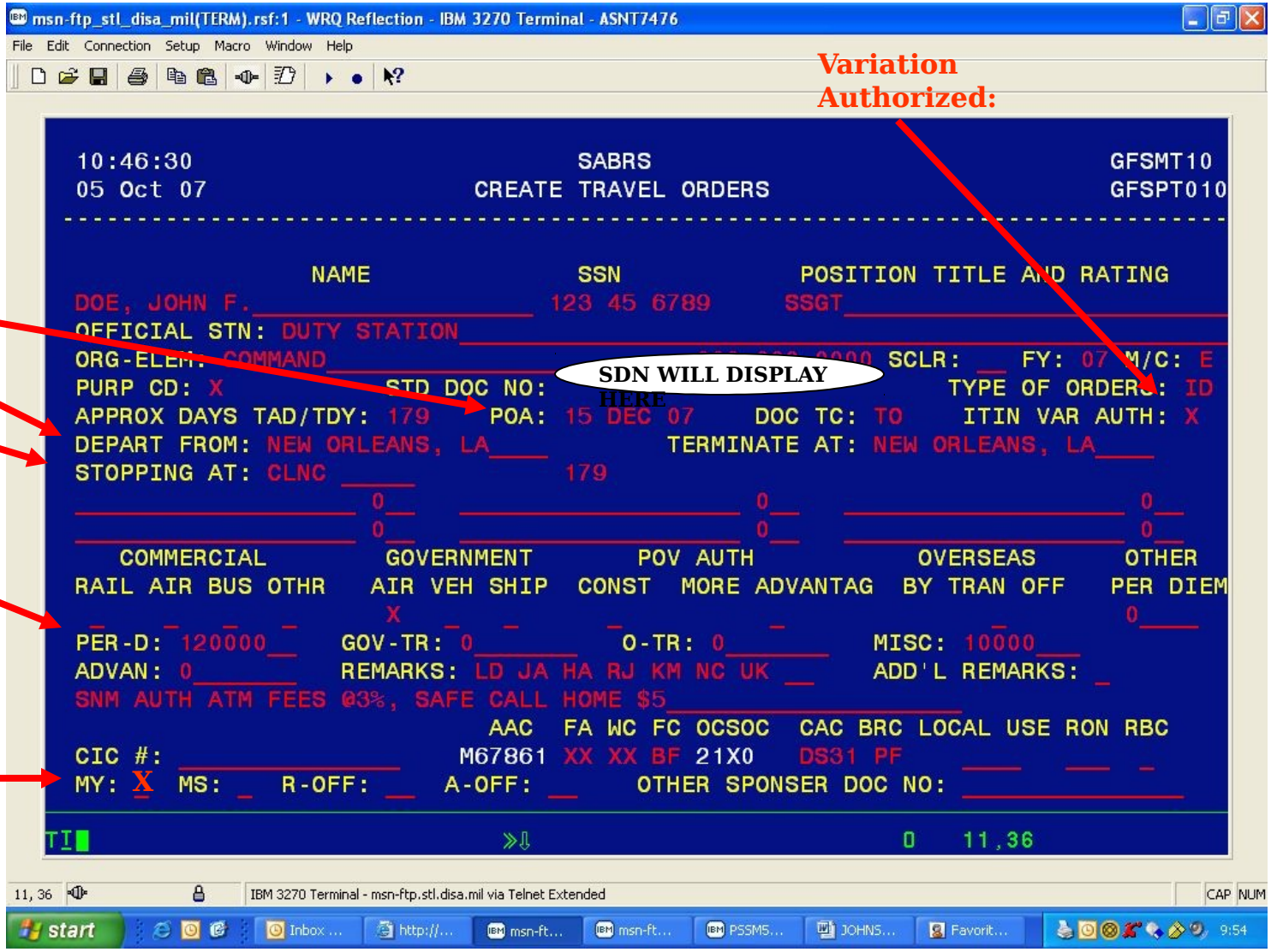
Depart From:

Stopping at locations:

Per Diem estimate: Minimum of $1200.00 across both FY's. NOT $1200.00 per FY

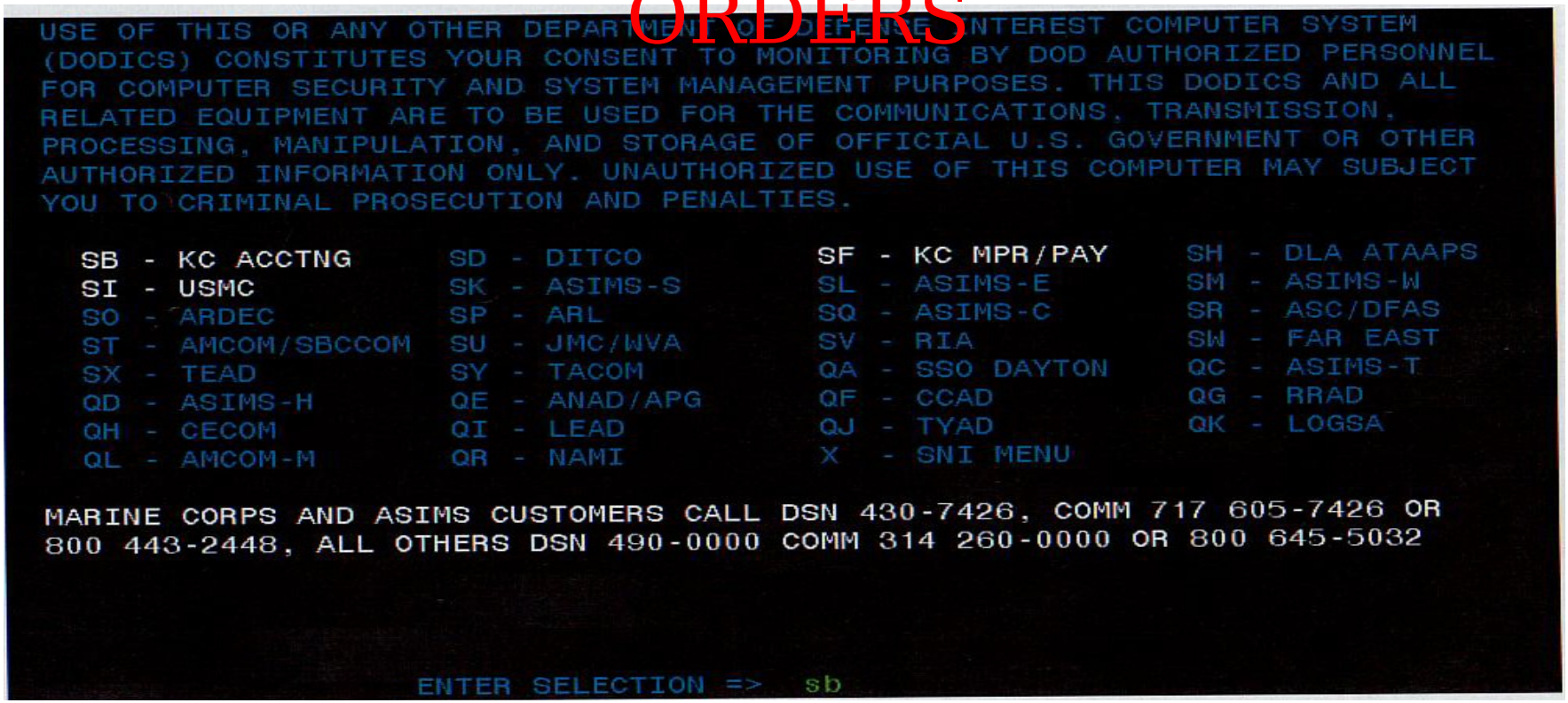
Multi Year Place X

DO THE MATH for Estimated Cost


msn-ftp_stl_disa_mil(TERM).rsf:1 - WRQ Reflection - IBM 3270 Terminal - ASNT7476
File Edit Connection Setup Macro Window Help
Variation Authorized:
10:46:30 SABRS GFSMT10
05 Oct 07 CREATE TRAVEL ORDERS GFSPT010
NAME SSN POSITION TITLE AND RATING
DOE, JOHN F. 123 45 6789 SSGT
OFFICIAL STN: DUTY STATION
ORG-ELEM: COMMAND SCLR: FY: 07 M/C: E
PURP CD: X STD DOC NO: TYPE OF ORDERS: ID
APPROX DAYS TAD/TDY: 179 POA: 15 DEC 07 DOC TC: TO ITIN VAR AUTH: X
DEPART FROM: NEW ORLEANS, LA TERMINATE AT: NEW ORLEANS, LA
STOPPING AT: CLNC 179
SDN WILL DISPLAY HERE
COMMERCIAL GOVERNMENT POV AUTH OVERSEAS OTHER
RAIL AIR BUS OTHR AIR VEH SHIP CONST MORE ADVANTAG BY TRAN OFF PER DIEM
X
PER-D: 120000 GOV-TR: 0 O-TR: 0 MISC: 10000
ADVAN: 0 REMARKS: LD JA HA RJ KM NC UK ADD'L REMARKS:
SNM AUTH ATM FEES @3%, SAFE CALL HOME $5
AAC FA WC FC OCSOC CAC BRC LOCAL USE RON RBC
CIC #: M67861 XX XX BF 21X0 DS31 PF
MY: X MS: R-OFF: A-OFF: OTHER SPONSER DOC NO:
TI
11,36
IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended
CAP NUM
start
9:54

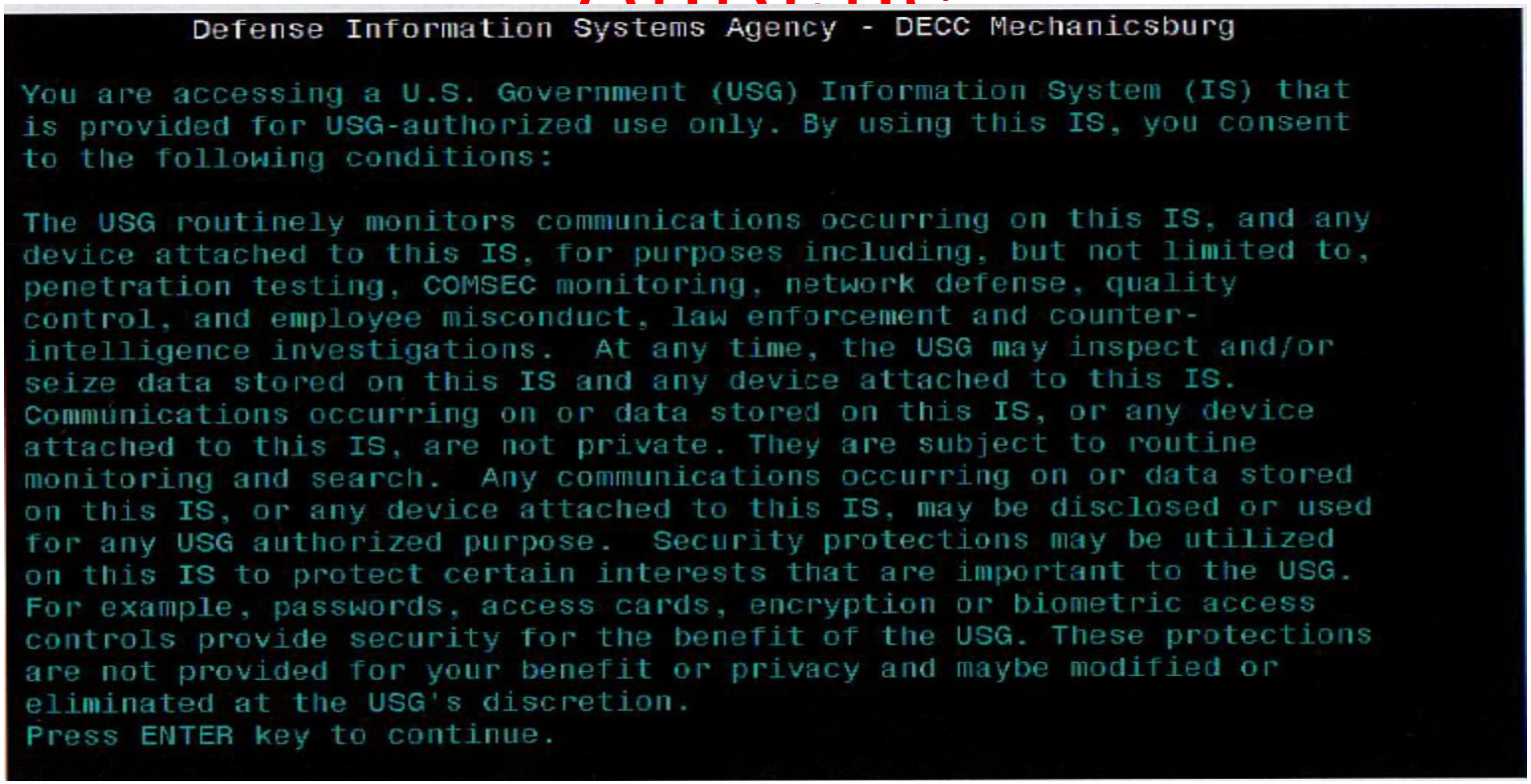
WRITE ORDERS FOR 179 DAYS CITING THE FIP POINTING TO GWOT (1106) FUNDING WITH FUND CODE "BF", CAC "DS31" AND SIC "PF", THEN PRESS ENTER. CAPTURE SDN AND PROCEED. HAVE ORDERS APPROVED AND AUTHENTICATED.

GUIDELINES FOR AUTHENTICATING SABRS ORDERS


USE OF THIS OR ANY OTHER DEPARTMENT OF DEFENSE INTEREST COMPUTER SYSTEM
(DODICS) CONSTITUTES YOUR CONSENT TO MONITORING BY DOD AUTHORIZED PERSONNEL
FOR COMPUTER SECURITY AND SYSTEM MANAGEMENT PURPOSES. THIS DODICS AND ALL
RELATED EQUIPMENT ARE TO BE USED FOR THE COMMUNICATIONS, TRANSMISSION,
PROCESSING, MANIPULATION, AND STORAGE OF OFFICIAL U.S. GOVERNMENT OR OTHER
AUTHORIZED INFORMATION ONLY. UNAUTHORIZED USE OF THIS COMPUTER MAY SUBJECT
YOU TO CRIMINAL PROSECUTION AND PENALTIES.
SB - KC ACCTNG
SD - DITCO
SF - KC MPR/PAY
SH - DLA ATAAPS
SI - USMC
SK - ASIMS-S
SL - ASIMS-E
SM - ASIMS-W
SO - ARDEC
SP - ARL
SQ - ASIMS-C
SR - ASC/DFAS
ST - AMCOM/SBCCOM
SU - JMC/WVA
SV - RIA
SW - FAR EAST
SX - TEAD
SY - TACOM
QA - SSO DAYTON
QC - ASIMS-T
QD - ASIMS-H
QE - ANAD/APG
QF - CCAD
QG - RRAD
QH - CECOM
QI - LEAD
QJ - TYAD
QK - LOGSA
QL - AMCOM-M
QR - NAMI
X - SNI MENU
MARINE CORPS AND ASIMS CUSTOMERS CALL DSN 430-7426, COMM 717 605-7426 OR
800 443-2448, ALL OTHERS DSN 490-0000 COMM 314 260-0000 OR 800 645-5032
ENTER SELECTION => sb

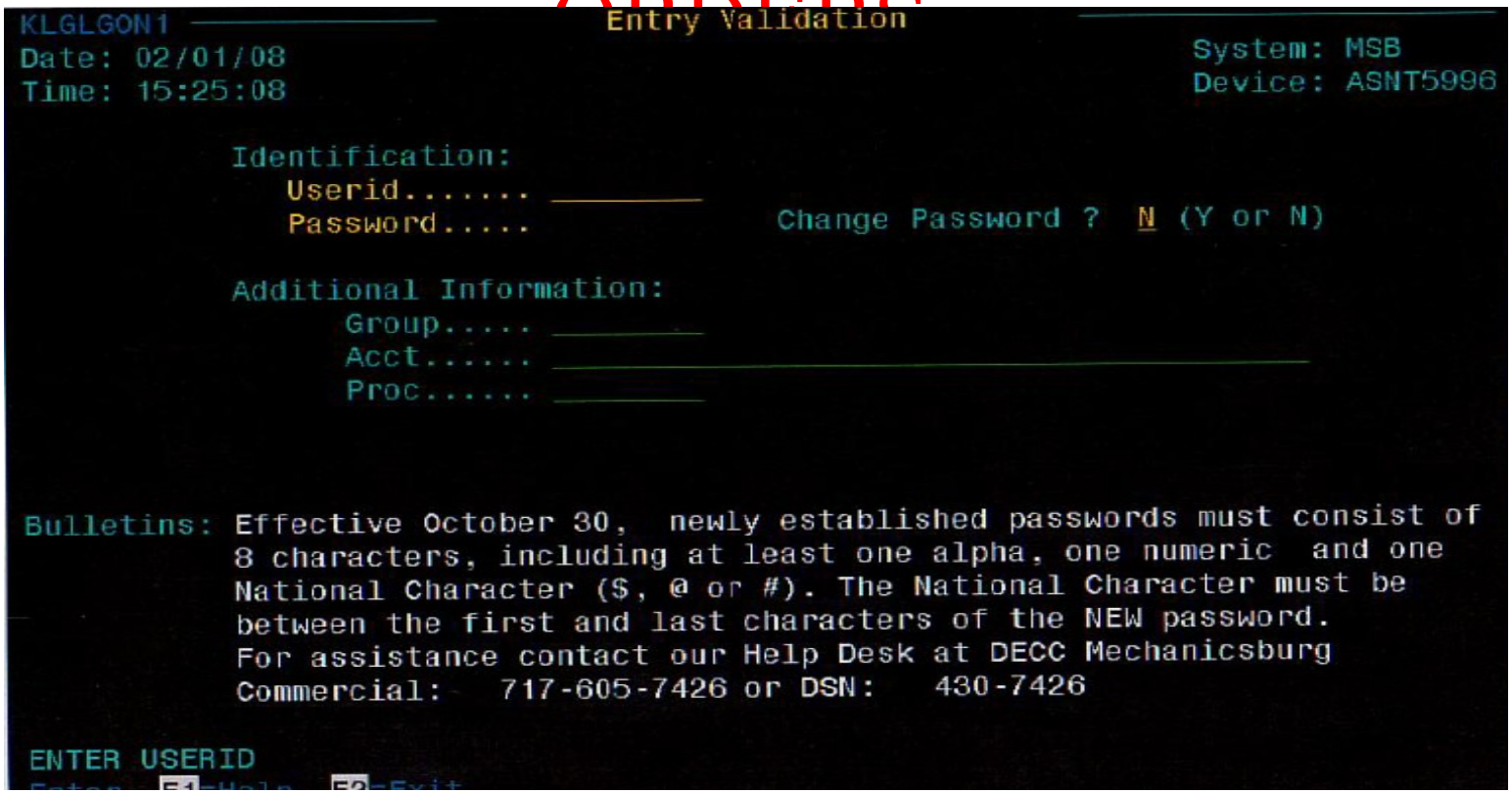
SELECT: SB and PRESS ENTER

GUIDELINES FOR AUTHENTICATING SABRS ORDERS


Defense Information Systems Agency - DECC Mechanicsburg
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS, you consent to the following conditions:
The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement and counter-intelligence investigations. At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS. Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search. Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG authorized purpose. Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.
Press ENTER key to continue.

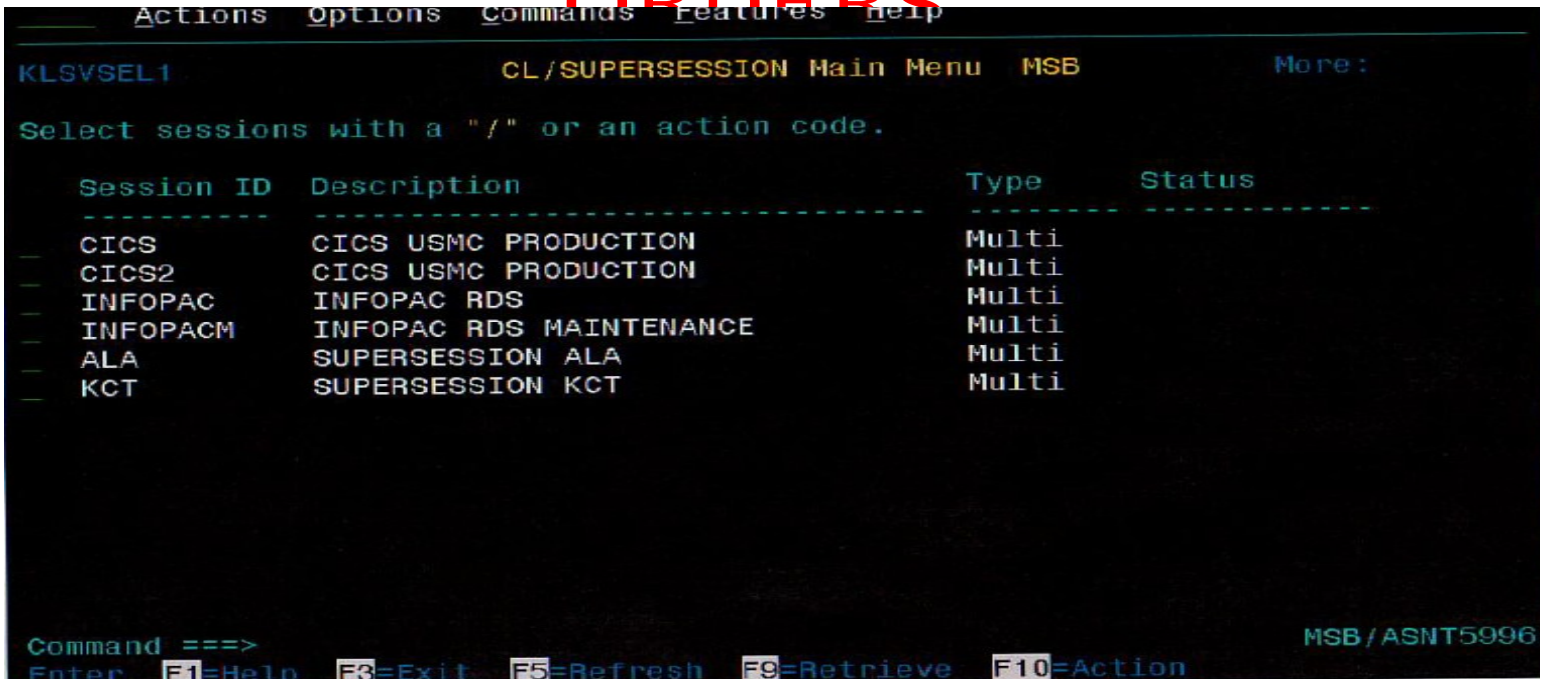
PRESS ENTER

GUIDELINES FOR AUTHENTICATING SABRS ORDERS


KLGLGON1
Entry Validation
Date: 02/01/08
Time: 15:25:08
System: MSB
Device: ASNT5996
Identification:
Userid.....
Password.....
Change Password ? N (Y or N)
Additional Information:
Group.....
Acct.....
Proc.....
Bulletins: Effective October 30, newly established passwords must consist of 8 characters, including at least one alpha, one numeric and one National Character ($, @ or #). The National Character must be between the first and last characters of the NEW password.
For assistance contact our Help Desk at DECC Mechanicsburg
Commercial: 717-605-7426 or DSN: 430-7426
ENTER USERID

TYPE IN YOUR ASSIGNED EAW USER ID AND PASSWORD THEN PRESS ENTER

GUIDELINES FOR AUTHENTICATING SABRS ORDERS

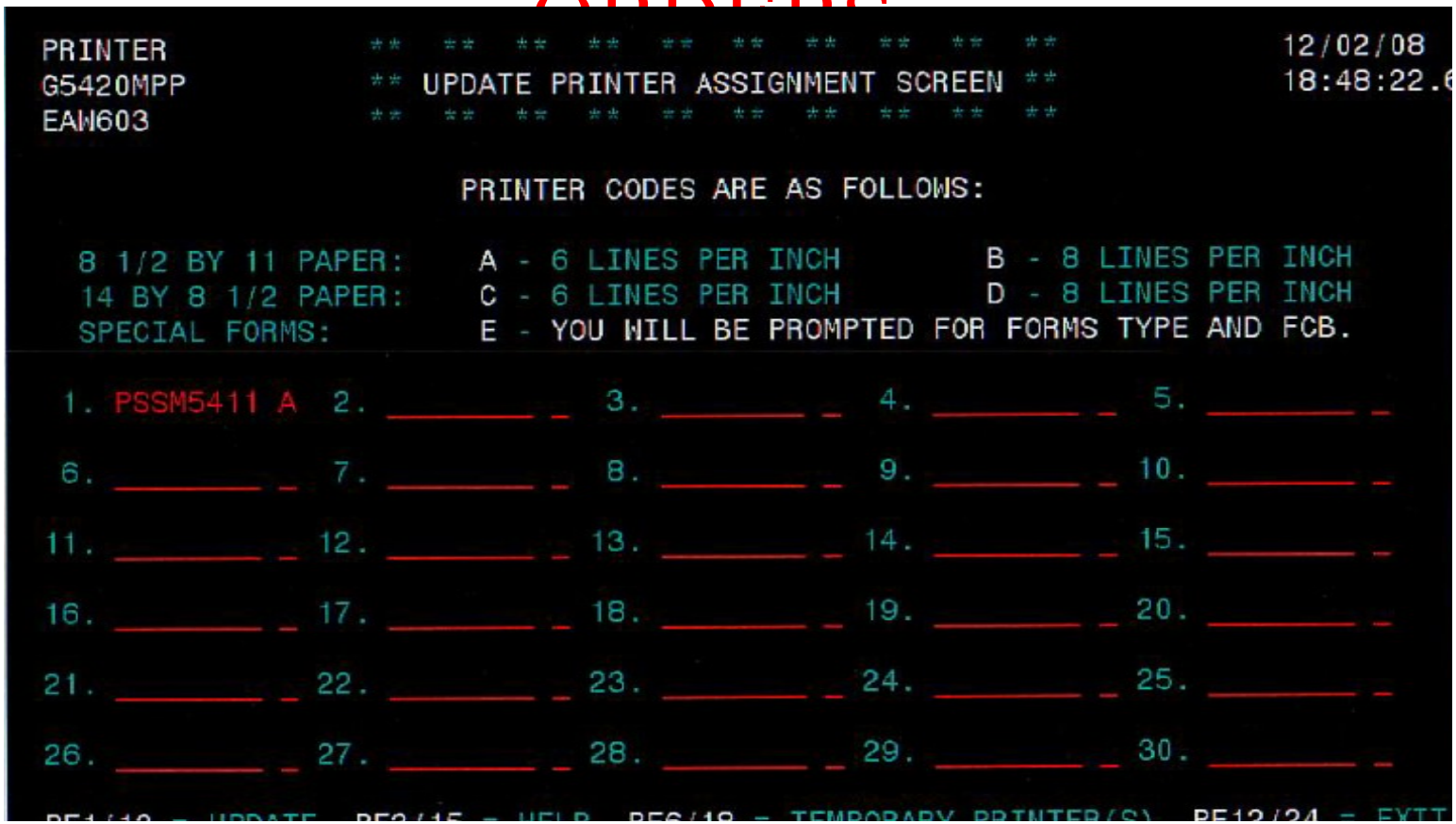

Actions Options Commands Features Help
KLSVSEL1 CL/SUPERSESSION Main Menu MSB More:
Select sessions with a "/" or an action code.
Session ID Description Type Status
CICS CICS USMC PRODUCTION Multi
CICS2 CICS USMC PRODUCTION Multi
INFOPAC INFOPAC RDS Multi
INFOPACM INFOPAC RDS MAINTENANCE Multi
ALA SUPERSESSION ALA Multi
KCT SUPERSESSION KCT Multi
Command ===>
MSB/ASNT5996
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action

PRESS ENTER

GUIDELINES FOR AUTHENTICATING SABRS ORDERS

1st) SELECT OPTION 03: SET UP PRINTER. Enter the Printer ID# from the printer screen. Enter the Printer ID in the DEFAULT PRINTER then SELECT OPTION 3 and HIT ENTER.

GUIDELINES FOR AUTHENTICATING SABRS ORDERS

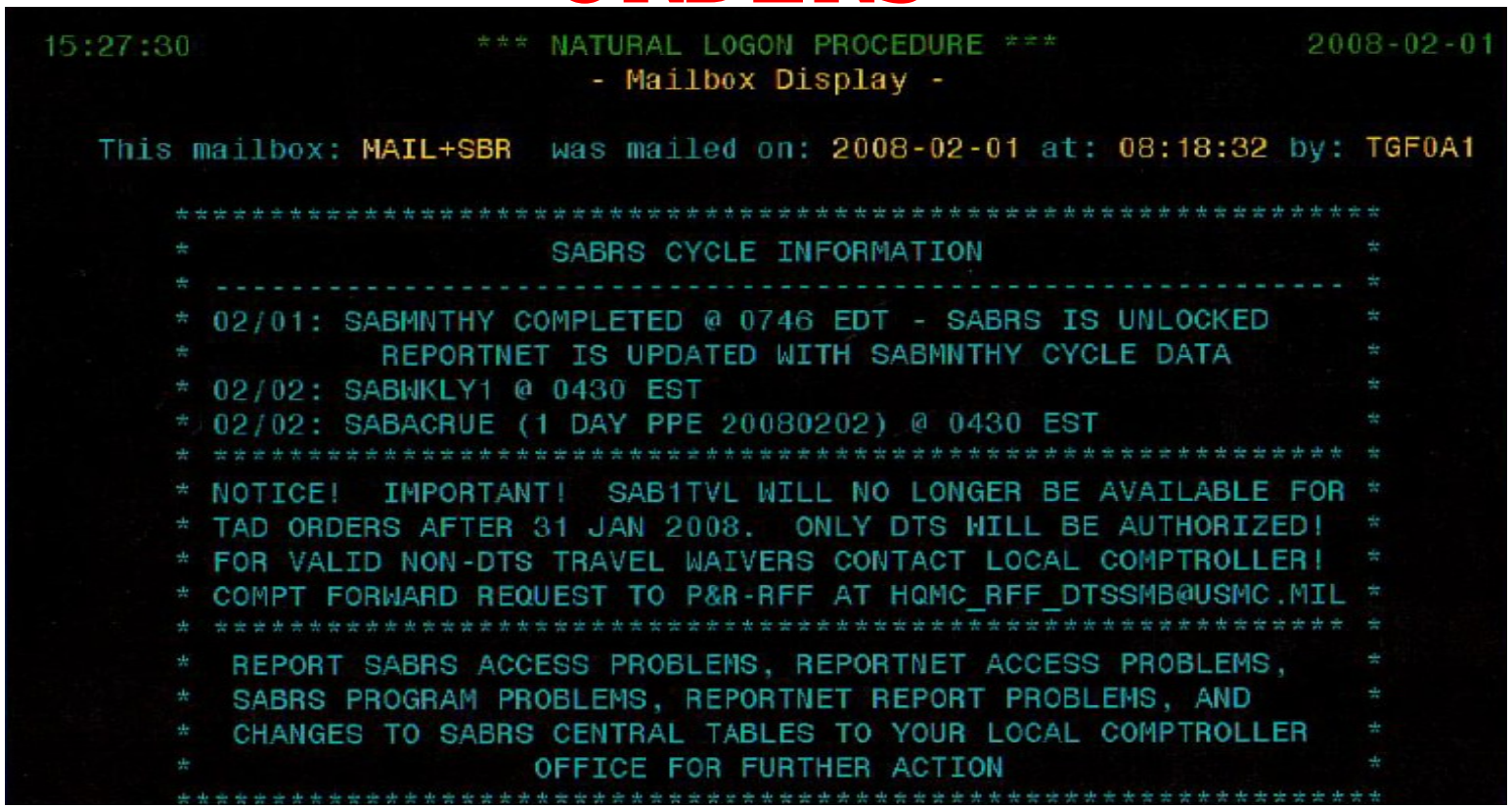


ENTER THE PRINTER ID, PRESS F1 (SAVE) AND F12 (EXIT)

GUIDELINES FOR AUTHENTICATING SABRS ORDERS

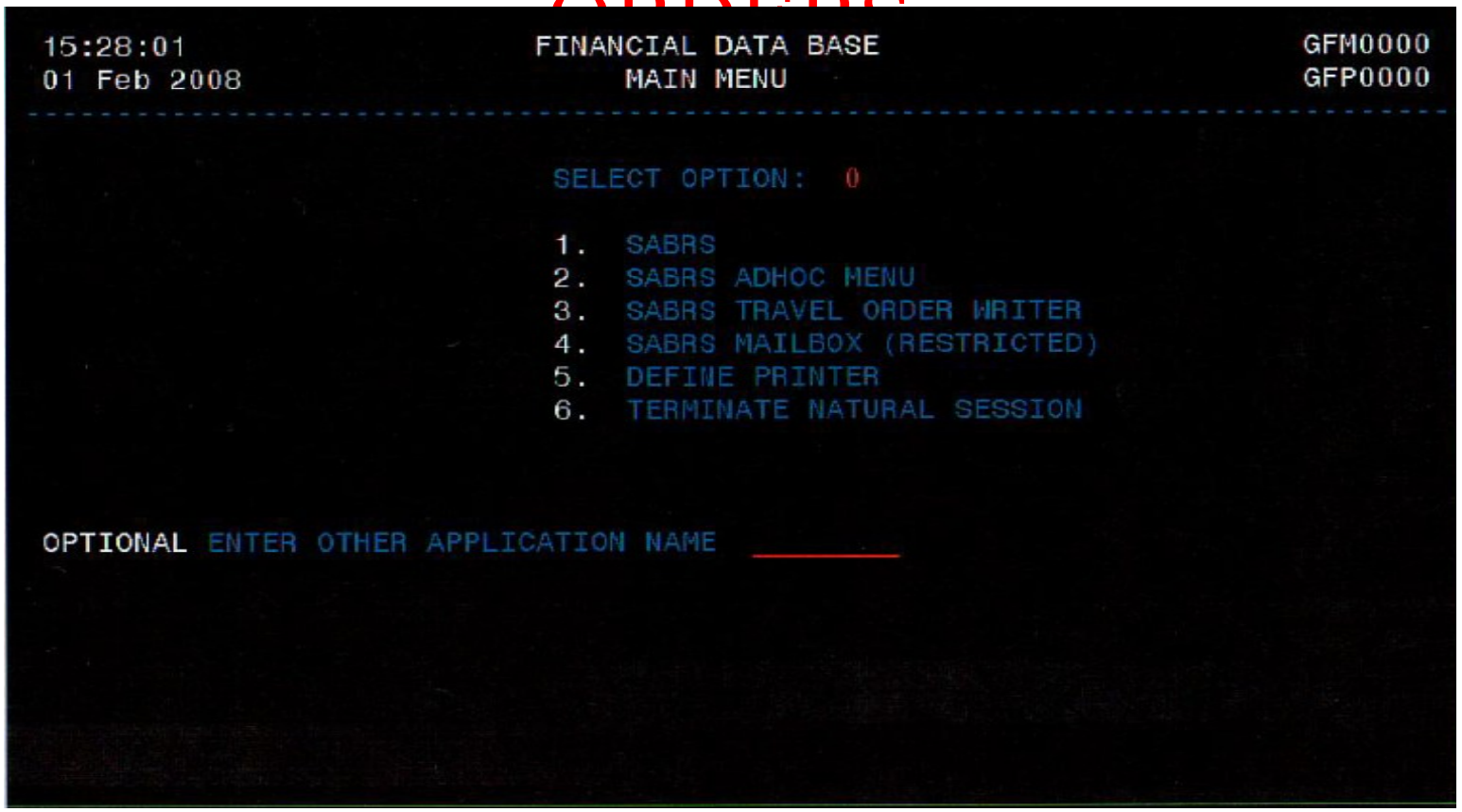
THEN SELECT OPTION: 02

GUIDELINES FOR AUTHENTICATING SABRS ORDERS


15:27:30 *** NATURAL LOGON PROCEDURE *** 2008-02-01
- Mailbox Display -
This mailbox: MAIL+SBR Was mailed on: 2008-02-01 at: 08:18:32 by: TGF0A1
SABRS CYCLE INFORMATION
02/01: SABMNTHY COMPLETED @ 0746 EDT - SABRS IS UNLOCKED
REPORTNET IS UPDATED WITH SABMNTHY CYCLE DATA
02/02: SABWKLY1 @ 0430 EST
02/02: SABACRUE (1 DAY PPE 20080202) @ 0430 EST
NOTICE! IMPORTANT! SAB1TVL WILL NO LONGER BE AVAILABLE FOR
TAD ORDERS AFTER 31 JAN 2008. ONLY DTS WILL BE AUTHORIZED!
FOR VALID NON-DTS TRAVEL WAIVERS CONTACT LOCAL COMPTROLLER!
COMPT FORWARD REQUEST TO P&R-RFF AT HQMC_RFF_DTSSMB@USMC.MIL
REPORT SABRS ACCESS PROBLEMS, REPORTNET ACCESS PROBLEMS,
SABRS PROGRAM PROBLEMS, REPORTNET REPORT PROBLEMS, AND
CHANGES TO SABRS CENTRAL TABLES TO YOUR LOCAL COMPTROLLER
OFFICE FOR FURTHER ACTION

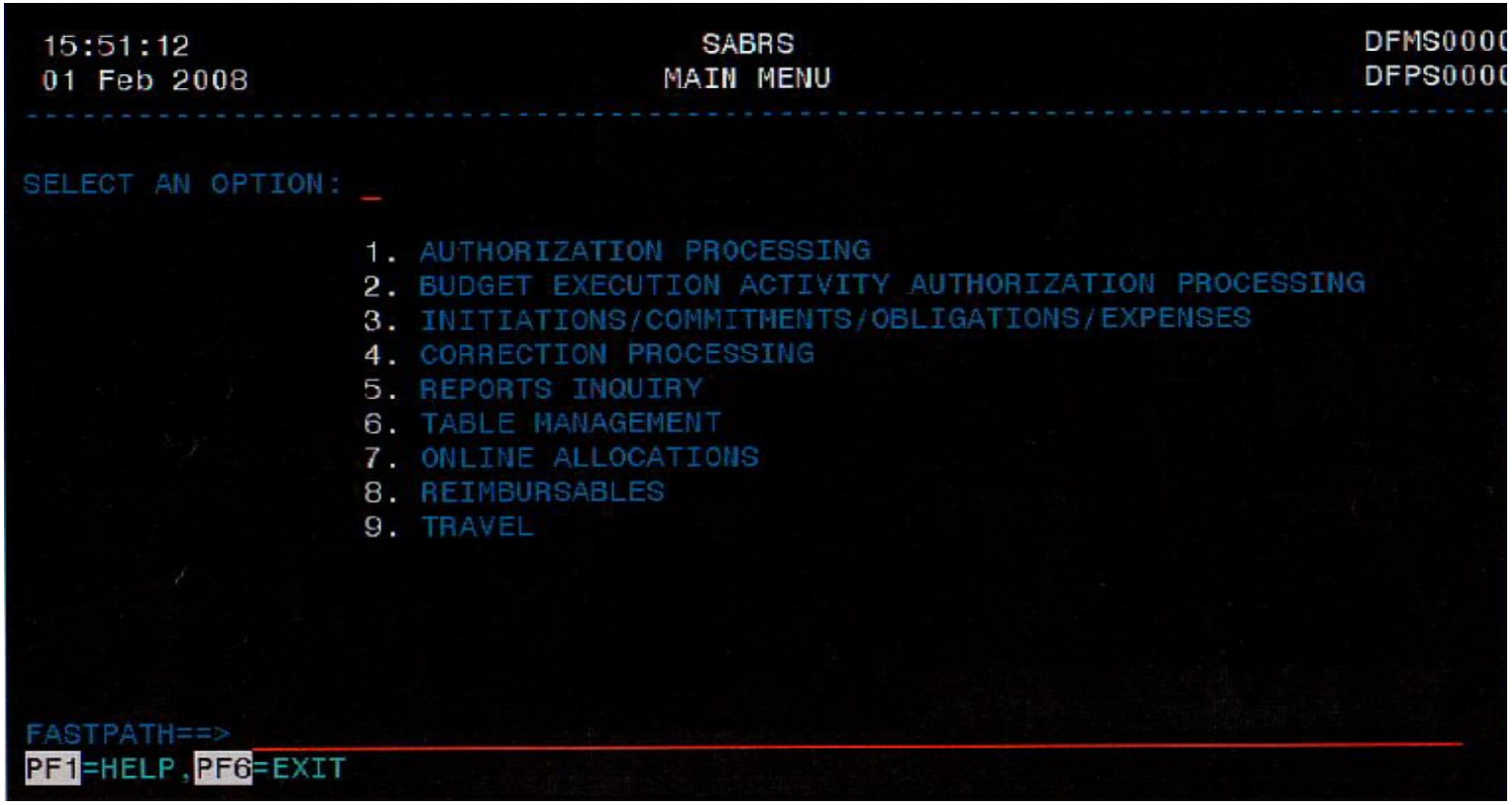
PRESS ENTER

GUIDELINES FOR AUTHENTICATING SABRS ORDERS



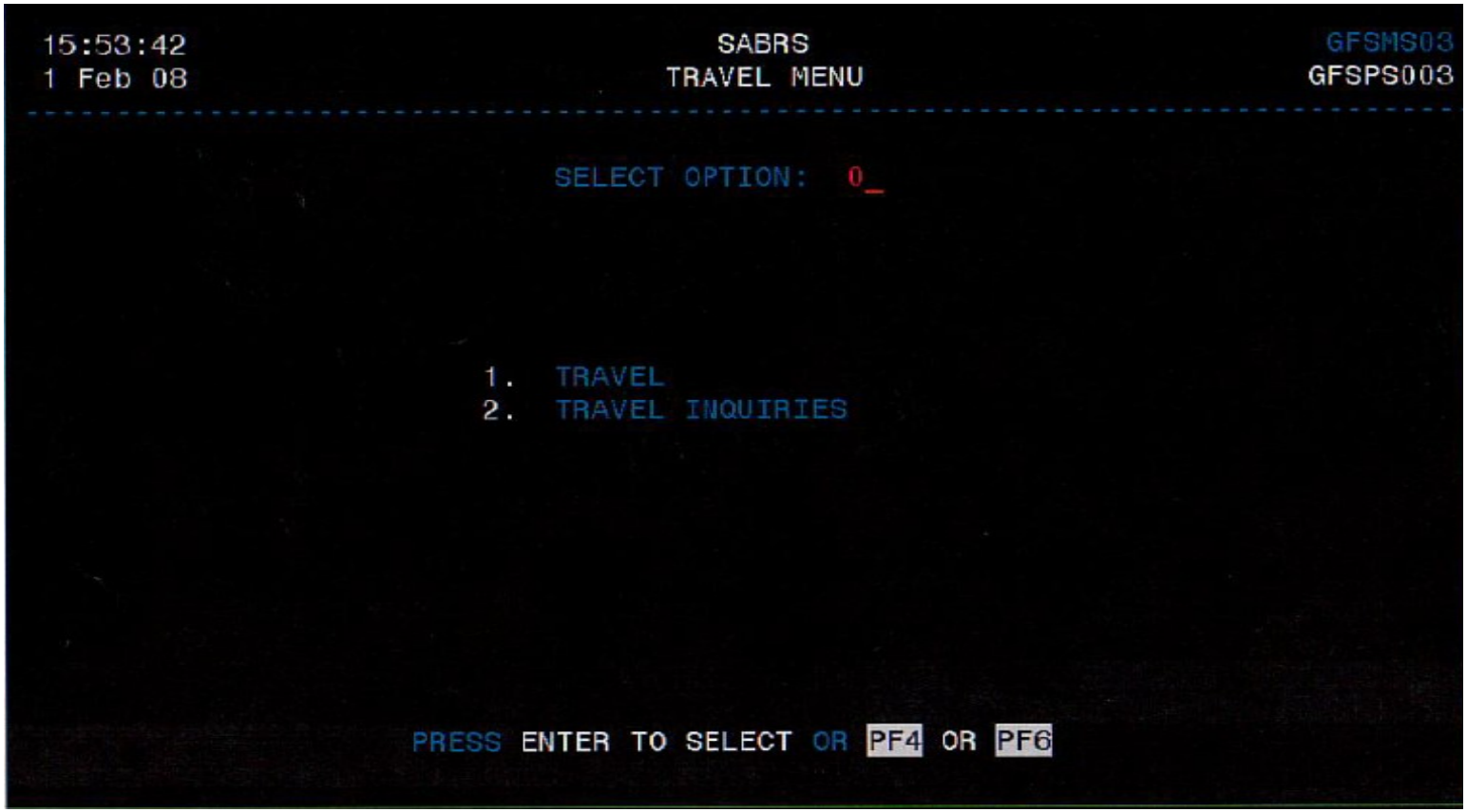
SELECT OPTION 1: SABRS

GUIDELINES FOR AUTHENTICATING SABRS ORDERS



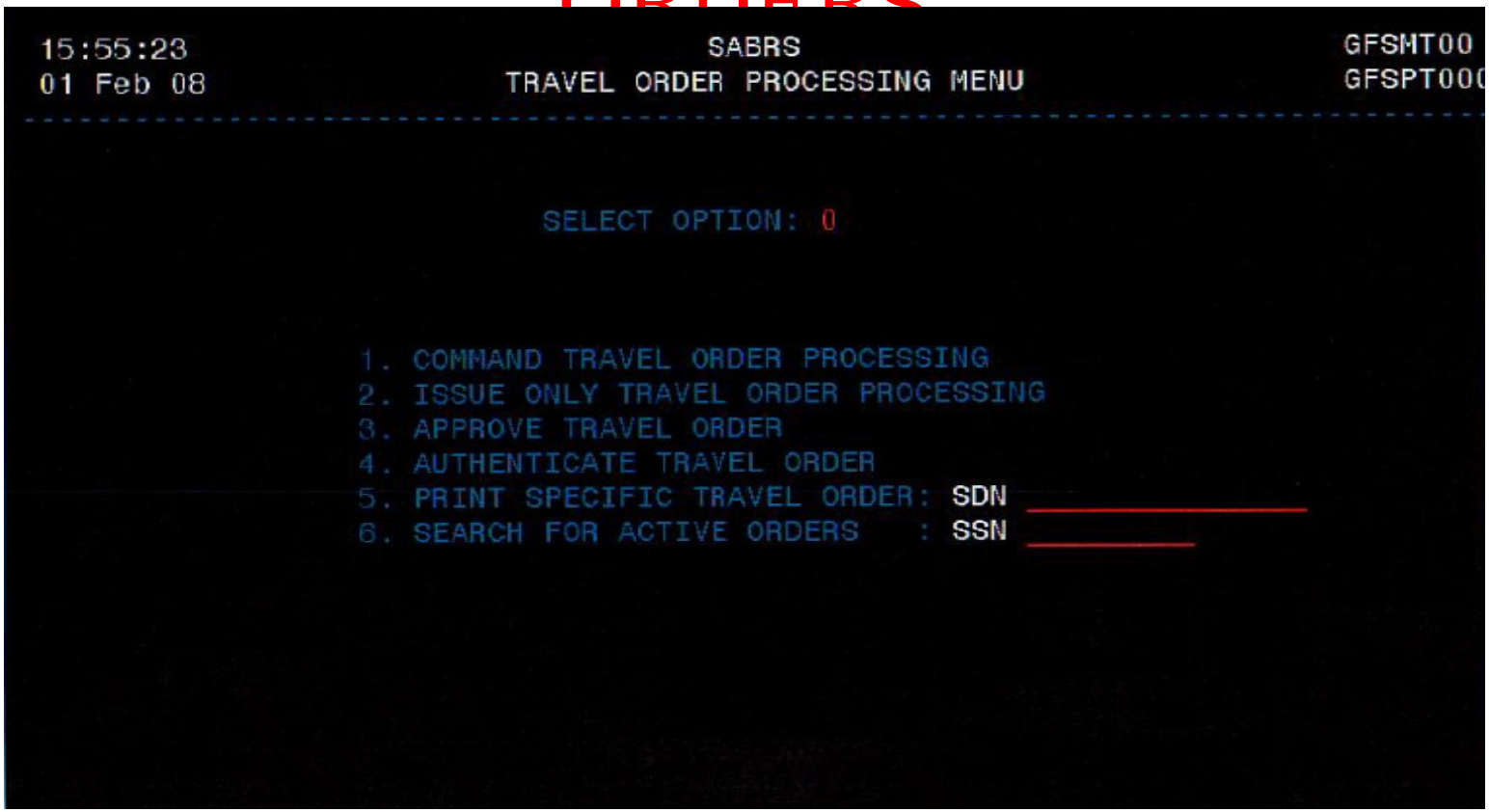
SELECT OPTION 9: TRAVEL

GUIDELINES FOR AUTHENTICATING SABRS ORDERS



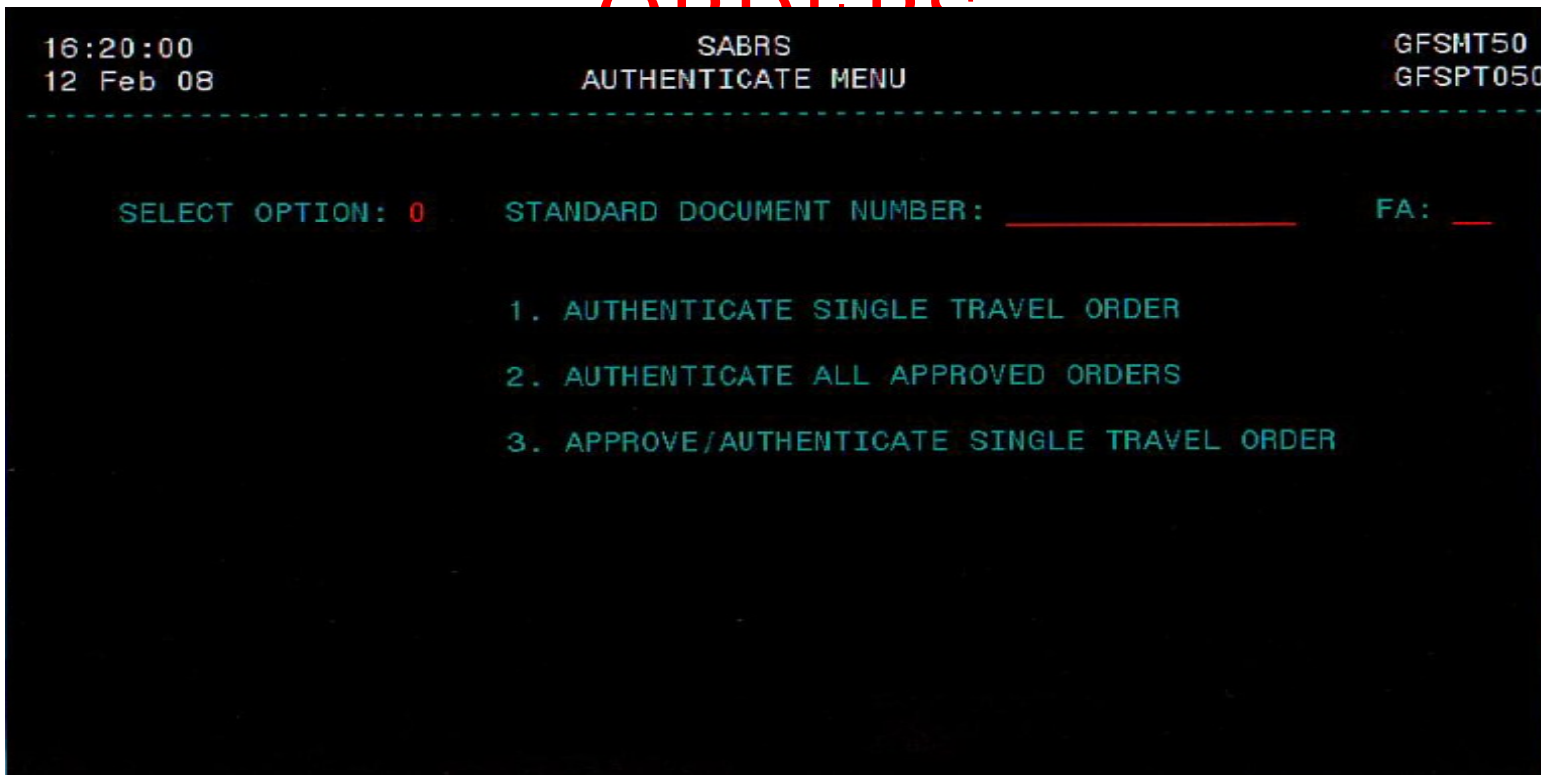
SELECT OPTION 1: TRAVEL

GUIDELINES FOR AUTHENTICATING SABRS ORDERS



SELECT OPTION 4: AUTHENTICATE TRAVEL ORDER

GUIDELINES FOR AUTHENTICATING SABRS ORDERS



-SELECT OPTION 3 & WRITE/PASTE IN STANDARD DOCUMENTATION NUMBER AND PRESS ENTER.
-WHEN IN THAT SCREEN ENSURE ALL THE CODES ARE CORRECT AND PLACE AN X NEXT TO APPROVE.

Issuing Modifications

Now take the set of SABRS orders and issue letter-type modification.

You must modify:

- Approximate # of Days for entire period
- Stopping at locations based on report for planning process
- Authorized amounts for Per Diem and/or Travel

Questions